



TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction™

REQUEST FOR PROPOSALS

**PROFESSIONAL ART SERVICE FOR INTERIOR ART SELECTION,
PROCUREMENT & INSTALLATION**

**Talkington College of Visual & Performing Arts
Theatre and Dance Complex**
Texas Tech University
Project Number 14-14
Lubbock, TX

**DEADLINE FOR SUBMISSION OF PROPOSALS
3:00 PM, Wednesday, November 28, 2018**

Facilities Planning & Construction
Box 42014
Lubbock, TX 79409-2014
806-742-2116

The Texas Tech University System is an Equal Opportunity Employer that encourages all Historically Underutilized Businesses to participate.

I. REQUEST FOR PROPOSALS FOR INTERIOR ART SELECTION, PROCUREMENT & INSTALLATION

The Texas Tech University System (TTUS) seeks Interior Art Proposals from qualified firms/consultants for the project described below. The selected consultant will contract directly with the TTUS to complete successfully the full scope of the project within the project budget and the project schedule.

This Request for Proposals (RFP) provides information on the scope of the project and information to aid in preparing responses to this RFP. All inquiries regarding this project and RFP must be in writing and must be submitted to the Project Manager listed below, according to the schedule outlined below, to allow TTUS to respond. TTUS will evaluate the inquiries, determine whether an Addendum is required, and issue an appropriate response on the Electronic State Business Daily (<http://www.txsmartbuy.com/sp>). Interested firms/consultants should periodically check the ESBD posting for revisions.

Facilities Planning and Construction is not responsible for the accuracy or comprehensiveness of information provided by other TTUS officials or other agencies. Professional Art Services should not rely on information obtained from sources other than the Project Manager listed below. TTUS reserves the right to waive any or all formalities and to reject any or all responses if it determines it is in its best interest to do so.

II. PROJECT INFORMATION

Project: **Talkington College of Visual & Performing Arts (TCVPA) Theatre and Dance Complex**

Project Number: 14-14

Institution: Texas Tech University

Location: Lubbock, TX

Project Budget: **\$100,000 (All Inclusive)** This amount is inclusive of all costs associated with this interior art service including, but not limited to, service fees, other consultants' and subcontractors' fees, insurance conforming to Texas Tech University standards, engineering, commissioning, materials, fabrication, transportation, installation (including any site modification), removal of installation and packaging debris, post-installation documentation, and reimbursable expenses.

Installation Deadline: Official installation date is TBD. Estimated installation date is:

April 2019

Project Scope: The Texas Tech University System seeks to contract with a firm to select and/or commission, procure, and install interior art within the scope of the project to be placed inside the above-mentioned building. Selections should be appropriate for a higher education theatre and dance facility. The following may be considered for the selections: framed artwork prints, art on canvas, photography prints, original photography and artwork, and other media – such as metals, glass, ceramics, etc. A variety of sizes and media types is preferred. A minimum of 10% original artwork pieces are required for the project.

The number of art pieces and their locations should be determined in the proposals submitted. All artwork hung on walls should be installed using a security hanging system.

The TCVPA Theatre & Dance Complex is a two-story addition to the Charles E. Maedgen Theatre located on the Texas Tech University campus creating a new Theatre & Dance complex. The complex will host numerous University Theatre productions and many theatrical competitions. The 50,000 GSF addition will include features such as a grand two-level lobby for events and live performances, a new 200 seat black box theatre, 3

large studios and 3 rehearsal spaces, a green room, make-up and dressing rooms, scene shop expansion, Departmental office suite and faculty/staff offices.

Public spaces will house the majority of the interior art selections. This includes (but is not limited to) the lobby, corridors and other circulation spaces. Art should also be selected for Reception/Waiting 161 and Conference Room 161A. Please do not propose art for private offices, studios, rehearsal rooms, dressing rooms, storage spaces, or restrooms. Artwork selections should be appropriate for a higher education theatre and dance facility and support the mission and vision of the School of Theatre and Dance (see below).

Mission: “The School of Theatre and Dance at Texas Tech University fosters the highest standards of scholarship and creative activity and provides opportunities for students to work actively in both areas. We champion training and education in a breadth of specialized programs, encourage students to cross boundaries between them, and prepare students for careers in both practice and pedagogy. By integrating the practical and the scholarly, the School serves as a vital force in the cultural and intellectual life of our society.”

Vision: “The School of Theatre and Dance will exhibit and promote the highest standards of artistry, professionalism, diversity, and collaboration in arts training, education, and scholarship.”

View more at: <http://www.depts.ttu.edu/theatreanddance/about/MissionVision.php>

Plans, renderings, and material finish boards for TCVPA Theatre & Dance Complex can be downloaded at the following link:

<https://app.e-builder.net/public/PublicFolderFiles.aspx?noSplitter=1&FolderID={56eca751-5135-4156-83fc-753e2d6aa10a}>

In order to be considered, submissions must comply with the requirements outlined in this document.

Project Manager: **Mesha Kleibrink**
FF&E Manager
Texas Tech University System
Facilities Planning & Construction
806.834.8413
mesha.kleibrink@ttu.edu

III. BACKGROUND

Founded in 1923 as Texas Technological College, Texas Tech University has the distinction of being the largest comprehensive higher education institution in the western two-thirds of the state of Texas. Texas Tech’s campus boasts a strong tradition of Spanish Renaissance architecture, characterized by light-colored brick structures with stone accents and red tile roofs. More information about the architectural traditions of Texas Tech can be found at <http://today.ttu.edu/2010/03/campus-architecture-history/>.

To learn more about the Texas Tech University School of Theatre and Dance, visit: <http://www.depts.ttu.edu/theatreanddance/about/History.php>

Note: The selected firm/consultant will be issued sets of construction documents and shall verify all dimensions and locations prior to procurement of art selections.

IV. REQUIREMENTS

- CONSULTANT/FIRM REQUIREMENTS
 - If selected, the firm/consultant shall be responsible for the following:
 1. Performing all services and furnishing all supplies, material, and equipment as necessary for the design, selection, procurement, transportation, and installation of the work at the site.
 2. Strictly adhering to and managing the approved project, budget, and schedule – including the submission of monthly written Progress Reports to TTUS.
 3. Bearing the entire risk of loss or damage to the work during design, fabrication, packing, shipping, and installation.
 4. Providing and maintaining insurance to cover claims for damages for personal injury, bodily injury (including wrongful death), and property damage. The Consultant shall require all subcontractors to provide and maintain insurance. A complete list of insurance requirements will be provided to project finalists.
 5. The Consultant's selections should complement the mission of the Texas Tech University School of Theatre and Dance and enhance the building's identity and use.

V. PROPOSAL REQUIREMENTS

Submissions are due: 3:00 PM, CDT, November 28, 2018

Any response received after the closing time will be disqualified. Any proposal without a signed Attachment A will be disqualified as non-responsive.

Prior to submission, artists should check the Electronic State Business Daily site at <http://esbd.cpa.state.tx.us/> (searchable by project or agency name) for any addenda that may be posted in relation to this project. You must use Google Chrome to navigate this site.

Response Submittal: All materials required for the Request for Proposals should be submitted online at publicartist.org, including a scanned signed copy of Attachment A, Form of Response. No mailed submissions will be accepted.

Schedule Information:	RFP Posted	November 2, 2018
	Written Inquiries must be received by	November 14, 2018
	Responses to Inquiries	November 16, 2018
	Responses due by 3:00 PM, CDT	November 28, 2018
	Finalist(s) selected and notified	December 2018
	Finalist(s) design Presentations	TBD if needed
	Firm/Consultant awarded	December 2018

TTUS reserves the right to modify this schedule as required.

DESIGN PROPOSAL REQUIREMENTS

All firms/consultants responding to this Request for Proposal must submit complete responses to the information required in this section and to note any exceptions to any information required in the RFP. Submit **all** required materials in one combined PDF file online at **publicartist.org**, including a **signed scanned copy** of Attachment A, Form of Response, noting the number of Addenda the artist has viewed (addenda can be found on the Electronic State Business Daily; see above for more information).

Responses will be evaluated based upon the selection criteria listed below. **Respondents should present the required information in a clear and concise manner in the following order and format:**

Cover Sheet

- Include name, address, telephone, email, website (if applicable), and fax number of the firm/consultant to receive all Project information, or any official correspondence relating to the Project. **Please reference the project name (TCVPA Theatre and Dance Complex) and number (14-14) on all correspondence.**

Section 1: General Information

- Information on the Firm including a brief history of the Firm, information about the Firm's Principals, the services offered, the number and type of professional and other staff members, and business volume over the past five years.
- List any other firms that will be used.

Section 2: Firm Experience

- Briefly discuss three projects that best represent your firm's ability to successfully complete this project on time and within budget. As a minimum, provide a brief description of the project, current client information (including names, current phone numbers, and email addresses), date of services performed, specific services your firm provided, size of the project, project budget at bid, and project costs at completion.
- Describe challenges you would anticipate in performing the requested services, the impact on the quality, cost, or schedule, and your proposed solution to address these issues.

Section 3: Interior Art Selections

- All proposals should include a sampling of approximately 25 pieces of interior artwork, explaining media, mats and frames (if appropriate), and installation methods. The response should also explain the rationale for the selection of each piece of artwork.
- Proposals should determine preliminary locations of artwork (shown on floor plans) and an estimated number of art pieces for each building within the scope of the project.

Section 4: Project Schedule

- This section should provide a detailed plan of how you will meet the schedule for the project.

Section 5: Project Budget

- Include firm/consultant fee, travel, cost of commissioned work(s), materials, fabrication, shipping, installation, punch lists, contingencies, and post-installation documentation.

Section 6: HUB Contracting Commitment

- Indicate your firm's commitment to the amount of work, as a percent of the Total Contract Amount, performed by certified HUB firms including work your firm will self-perform if it is a certified HUB firm.
- **HUB Subcontracting Plan (HSP):** It is the policy of Texas Tech to support and promote the use of Historically Underutilized Businesses in its contracts. In accordance with Texas Government Code 2161.252, Texas Tech declares that this solicitation does have a probability of subcontracting opportunities. The State of Texas annual utilization goal for Other Services is 26%. Document your policies and approach to assure Texas Tech of a good faith effort to voluntarily meet or exceed the state HUB utilization goals.
 - All firms must prepare and submit a detailed, complete, and comprehensive HUB Subcontracting Plan as outlined in the HUB Program included with this RFQ. Firms must submit, at a minimum, the applicable forms listed in the enclosed HUB Program. Failure to submit a concise and detailed HUB Subcontracting Plan will be considered a material failure to comply with the requirements of this RFQ and result in rejection of the response as non-responsive. For the most current HUB Subcontracting Plan, please go to:
<http://comptroller.texas.gov/procurement/prog/hub/hub-subcontracting-plan/>.
 - In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only contracts that have been in place for five years or less shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

Section 7: Additional Information

- Indicate the number of Addenda received prior to the submission of the Proposals.

All submissions should be clearly marked with the Project Name TCVPA Theatre & Dance Complex and Number 14-14.

TTUS reserves the right to request additional information from individual consultants.

EVALUATION CRITERIA

TTUS will select the firm/consultant that best meets the requirements, based on the information contained in their response to the Request for Proposals, any reference checks conducted, and the information presented during any interviews conducted as part of the selection process.

Specifically, in the selection of finalists, Texas Tech University System and its TCVPA Theatre & Dance Complex Interior Art Committee will review and consider the following:

1. Firm's background, history, and expertise.
2. Firm's experience with similar projects and delivery record of successfully providing the services required in the RFP
3. Quality and comprehensiveness of submitted artwork selections and concept
4. Proposed Budget and Fee
5. Proposed Schedule
6. The quality and comprehensiveness of the submission package

After evaluating the submissions, TTUS will narrow the pool of applicants to approximately one to three finalists that will interview with the TCVPA Theatre & Dance Complex Interior Art Committee (if necessary).

VI. PROCUREMENT PROCESS

This RFP complies with all state rules and Texas Tech University System Policies. Address any questions and/or concerns about the process or any awards made from it to:

Mr. Billy Breedlove
Vice Chancellor
Facilities Planning and Construction
Texas Tech University System
1508 Knoxville Ave.
Lubbock, TX 79409
Phone: (806) 742-2116

Attachment A

FORM OF RESPONSE

Ms. Robin Low
Contract Administrator
Facilities Planning & Construction
1508 Knoxville Ave., Suite 103
Lubbock, Texas 79409

RE: [TCVPA Theatre & Dance Complex], FP&C [14-14]

Having examined the Request for Proposals and other related information and being fully informed of the nature of the work, and conditions relating to its performance and completion, I hereby submit my Proposal for the above Interior Art Project for the Texas Tech University System.

CONTACT INFORMATION (Type or Print legibly)

Name: _____
Address: _____
City, State, Zip Code: _____
Telephone No: _____
Email Address: _____
Fax No: _____
Website Address (if applicable): _____
Primary Medium: _____

HUB CONTRACTING COMMITMENT

In addition to, and distinct from, any Good Faith Effort required by Texas law, the Design Professional commits to use certified HUB Firms to perform work valued at a minimum of _____% of the Total Contract Sum.

ADDENDA

We have received _____ (#) Addenda prior to the submission of this Response.

Signature: _____

Name: _____

Title: _____