



## REQUEST FOR PROPOSALS

### THE BIKE RACK PROJECT

Submission Deadline:

**Monday 5PM – EST April 27, 2020**

**Please Submit Questions and Proposal to:**

Elan Buchen  
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elan@roswellartsfund.org  
Roswell Arts Fund  
PO Box 768136  
Roswell GA 30076



## PROJECT SUMMARY

The City of Roswell has been designated as a **Bicycle Friendly Community** by the League of American Bicyclists for twelve years in a row. Roswell was the first city in Georgia to receive this recognition in 2006.

Roswell Arts Fund, in partnership with the City of Roswell, Georgia, is seeking proposals for the design, fabrication, and installation of sculptural bike racks. This call is for the creation of monumental, sculptural works that will showcase the diverse neighborhoods, history, and natural landscapes of the City of Roswell. All sculptures will become permanent part of Roswell's public art collection. All sites and installed bike racks will comply with city standards, codes, and policies as identified in this Request for Proposals (RFP).

This invitation is extended to all qualified artists with no entry fee. Selected artists will be awarded a commission of up to \$10,000 for the project dependent on the submitted cost analysis for design, fabrication, transportation, installation and related expenses. However, commissions are expected to occur in the averages of \$4,000-5,000. Artists will be awarded 70% of the total commission upon initial contracting. The remaining 30% will be awarded upon delivery of the completed sculpture, site installation, and approved maintenance documentation.

Several walking/biking tours will be scheduled to discuss the Bike Rack Project and potential project ideas to assist any participants in the crafting of their proposals. These events will be posted on RAF website and social media. Please visit [www.roswellartsfund.org](http://www.roswellartsfund.org) for more information.

### About Roswell:

*Modern Spirit. Southern Soul.*

Roswell's vision: ***A premier riverside community, connecting strong neighborhoods and the entrepreneurial spirit.***

Roswell is a successful city that blends its history with its future, and urbanism with its environmental resources. Roswell is home to a wealth of artists, performance venues, nonprofit organizations, galleries, and historic homes.

In addition, Roswell has become a robust dining destination, boasts a Triple AAA Bond rating, enjoys a unique proximity to the Chattahoochee River and has 22 parks with more than 1000 acres of active and passive parkland facilities.

Roswell has been awarded many designations, including the following recognitions and awards:

### City Recognition

- **Named a Gold Certified Green Community** by the Atlanta Regional Commission for leadership in its environmental and sustainability efforts
- **Named One of the Top Three Cities in the Nation to Raise Your Family:** Roswell was listed third in the book, "Best Places to Raise Your Family," released by Frommer's
- Roswell is ranked the **18th Safest City in the United States** according to City Crime Rankings
- **Named the 6th Best Place to Retire in the United States** by Black Enterprise Magazine



- **City of Excellence** Only 50 cities in the state have been honored with the designation by the Georgia Municipal Association
- Designated as a **Bicycle Friendly Community** by the League of American Bicyclists for eleven years in a row. Roswell was the first city to receive this recognition in 2006.
- "Money Magazine's" **19th Best Eastern U.S. City to Live:** Roswell was ranked 19th for cities with populations under 100,000
- "Atlanta Magazine's" **Best Place to Live in Metro Atlanta:** Roswell was honored twice by "Atlanta Magazine" as the best place to live in the metro area
- **Internationally Accredited Police Department:** Commission on Accreditation of Law Enforcement Agencies (CALEA)
- **State of Georgia Law Enforcement Certification:** Roswell Police Department
- **Nationally Accredited Recreation and Parks Department:** Commission for Accreditation of Park and Recreation Agencies
- **Preserve America Community Designation:** Honored for its efforts in preserving our historic, cultural, and natural heritage

#### Awards

- **Gold Medal for Excellence in Park and Recreation Management** by the American Academy for Parks
- **Trendsetter Award 2006:** Roswell received the award for the Big Creek Wetlands demonstration project from the Georgia Municipal Association
- **Create Community Award 2005:** The Atlanta Regional Commission's most prestigious award. Roswell was honored for its efforts in environmental sustainability
- **Achievement of Excellence in Procurement:** The National Institute of Governmental Purchasing 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015
- **Certificate of Achievement for Excellence in Financial Reporting:** City of Roswell has received a Certificate of Achievement for the last 24 consecutive years, since June 30, 1989
- **Georgia Recreation and Parks Agency of the Year:** 1974, 1979, 1984, 1988, 1990, 1998, 2000, 2004 and 2011
- **Budget Presentation Award:** Government Finance Officers Association 10 consecutive years since June 30, 2004
- **Tree City USA Award:** The National Arbor Day Foundation

#### Roswell Public Art Intent and Goals:

Roswell's *Public Art for People and Places* seeks art of redeeming quality that enhances the aesthetic quality and experience of public places. The public art selected through this initiative will be of high quality, innovative, and embody our city's *Modern Spirit. Southern Soul.*

For more information on the City of Roswell, please visit <https://www.visitroswellga.com/media/quick-facts/>



### Specific Bike Rack Project Objectives include:

- Improve quality of life for residents and visitors to the Roswell community.
- Raise awareness of cycling as both alternate transportation and leisure by creating dynamic works that support the efforts of entities such as Bike Roswell.
- Raise artistic merit and design methodology of typical bike racks.
- Showcase the City of Roswell as a “premier riverside community, connecting strong neighborhoods” a city that is both modern as well as steeped in history.
- Showcase the Chattahoochee River, wide parkland, and natural trails throughout the City of Roswell.

### ELIGIBILITY

- This call is open to all artists, designers, and teams. Applicants must be 18 or older.
- Artist(s) must demonstrate experience in design, fabrication, and installation of large-scale sculptural works.
- Artist(s) must present a portfolio that shows strong artistic merit and creativity.
- Previous existing work may be considered viable for submission dependent on materials, and exhibition history.
- Artwork/Design will be installed outdoors (weather resistant), sustain daily use by the public, (no sharp edges), and appropriate for all ages.
- Artwork/Design must be fabricated and finished to below maintenance (meaning little to no maintenance needed every 6-12 months). Examples include powder-coated metals, stainless-steel, concrete, and durable urethane plastics).
- Artwork/Design should accommodate elements having clearance of at least 30 inches apart to allow for handlebars, pedals and maneuvering.

### DESIGN GUIDELINES

While sculptural in nature, **submitted works must comply with City of Roswell UDC for Bike Racks**

#### Roswell UDC

##### **10.1.11. Bicycle Parking Facilities The following general provisions apply to all required bicycle parking facilities (see Sec. 10.1.3.B.).**

- A. In no case is a single use required to provide more than 20 bicycle parking spaces.
- B. Each required bicycle parking space must be at least 2 feet by 6 feet. Where a bike can be locked on both sides of a bicycle rack without conflict, each side can be counted as a required space. 2' 2' 6'
- C. Bicycle racks must be securely anchored, be easily usable with both U-locks and cable locks and support a bicycle at 2 points of contact to prevent damage to the bicycle wheels and frame.
- D. Bicycle racks must be publicly accessible and be located no more than 100 feet from the building entrance the bicycle rack is intended to serve.



## EVALUATION CRITERIA

Each proposal submitted will be evaluated on the following criteria:

### Concept

- Is the artwork original?
- How does the work reflect the environment and neighborhoods of the City of Roswell?
- Does the proposal address the objectives of The Bike Rack Project?

### Artistic Merit/Quality

- Does the project demonstrate high artistic merit?
- Is it artistically engaging and stimulating? Will it be appreciated by the general public?
- Do the other examples of work submitted support the artistic merit/quality of the proposal?

### Feasibility

- Is the proposed budget reasonable? Can the project be executed for the requested amount?
- Does the artist have the experience to execute the proposal?
- Would the piece negatively impact the public's health & safety in any way? (e.g. no sharp edges or elements which might present a possible danger to the public)

### Public Art Selection Process and Panel:

This panel is comprised of diverse Roswell stakeholders including business, civic, and community leaders as well as art professionals and expert fabricators.

The Public Art Selection Panel will seek to choose a well-balanced and diverse Artwork/Design with a variety of styles, types, and sizes. Structural and budget feasibility will be critical. Up to ten finalists and up to three alternates will be selected.

If the Public Art Selection Panel receives an insufficient number of proposals (a number decided by unanimous approval of the panel), the RFP may be rereleased or extended for further submissions. Applicants will be notified if this occurs.



## SUBMISSION REQUIREMENTS

- **Applications must be received no later than April 27 – 5pm EST, 2020**
- Submissions may be sent via email, mail, or through publicartist.org
- **FOR EMAIL SUBMISSION:** Email submission materials [elan@roswellartsfund.org](mailto:elan@roswellartsfund.org).
- **FOR MAIL SUBMISSION:** Hardcopy submissions must be on 8.5x11 paper and be received at the address  
P.O. Box 768136  
Roswell, GA 30076
- Hardcopy submissions must be received by **April 27 – 5pm EST, 2020. No delay in mail delivery will be considered toward eligibility requirements.**
- **FOR PUBLICARTIST.ORG SUBMISSION:** follow the link: [???](#) to submit materials.
- Submitted applications will serve as an agreement to the conditions herein stated for the commission for The Bike Rack Project.

**Proposals must include ALL the following items. Incomplete applications will be not be considered.**

1. **Statement of Interest:** In no more than 300 words, please describe the proposal, what thematic elements align with those identified in this RFP, and why the work should be selected as part of the Bike Rack Project. Please include the artist's full name, address and complete contact information including any professional websites. Statements greater than one page will not be considered.
2. **Proposal Details and Requirements:**
  - **DESIGNS OR SKETCHES.** Each proposal may submit a maximum of **FIVE (5)** sketches/designs/renderings for consideration per proposal. **PLEASE include at least one image that has a person & bicycle standing next to the artwork/design to better evaluate size and scope of the work.**
  - Include technical details of the proposed work, including, but not limited to, material, weight, and dimensions (HxWxD).
  - Please provide detailed information regarding installation method, anchoring procedure, any equipment requirements, and any required maintenance.
  - A complete cost analysis/budget and timeline for design, fabrication, transportation, installation, and related expenses.
  - **Previous Work.** Artist can submit up to 10 high quality images of previous work. The images should either contain details of material, weight, and dimensions on the images themselves, or provided in a separate image list.
  - **Each email submission (application and/or images/design/drawing) cannot exceed 10MB. Please include "Bike Rack RFP" in the SUBJECT line.**
  - Artist statement of installation requirements: what equipment or site requirements are needed to execute the proposal.

**Resume/CV:** Please provide resume/cv for all project participants. Each resume/cv should be no more than three pages in length. We seek strong professional qualifications and high-quality artwork that demonstrates originality and technical competency.



**3. Two professional references.** Include the name, affiliated organization, email and phone number of references who can speak to the artist’s ability and working history.

Note: If applying as artist team, please designate one team member as the primary contact and provide complete contact information for that person. Resumes and portfolios of all team members must be submitted.

**Contractual Expectations:**

- Artist will receive a 1099 for the tax year(s) paid. It will be the responsibility of the artist to report their sales and remit any additional sales or associated taxes.
- Artist will be responsible for transportation of artwork to installation site. Artists will be expected to be present for artwork installation. Roswell Arts Fund will work with each artist to coordinate installation.
- Artist who have submitted a proposal agree that the City of Roswell and Roswell Arts Fund may display models and reproductions/images for non-commercial, educational, and promotional purpose with credit given to the Artist.
- Copyright, including any and all designs, shall remain property of the artist. Upon the completion of the project, finished bicycle racks become the property of the City of Roswell, and subsequently become part of the City of Roswell’s permanent art collection.
- Artist must obtain or carry a general liability policy with a minimum coverage of \$1,000,000 for the duration of the agreement.

**Schedule of Steps in RFP Process**

Date	Step
March 18, 2020	Release RFP
April 27, 2020	Submissions close; applications due
Week of May 4th	Public Art Panel Selection Meeting
Week of May 11th	Artist notification and confirmation of interest and participation. Artists receive and sign contracts by February 15, 2019
Week of May 18th	Selected artists notified.
Week of June 1	Begin contracting of selected artists
September-October	Begin installation