



*City of Central Falls*

# **REQUEST FOR PROPOSAL FOR PUBLIC ART PROJECT DEXTER STREET**

**Issue Date: Friday, September 8, 2017**

**The submission deadline for proposals is October 19, 2017 at 4:00 pm.**

## **THE OFFERING**

The City of Central Falls (“City”) has received a grant from Commerce RI for the creation of a public art project on Dexter Street, which was recently repaved by RIDOT. As part of its grant application to Commerce RI, the City proposed utilizing programmable LED lighting to turn the cacophony of utility poles and overhead wires into an art piece. Outlets were installed in our streetlights to power this system in fall 2016.

The City is seeking proposals from technically-qualified arts for public art installation on Dexter Street in Central Falls, centered near the Central Falls Post Office. Deviations from the proposed artistic intervention may be acceptable; however they may require approval from the City and/or Commerce RI.

The budget for this project is approximately \$135,000. The City would like the project completed by April 30, 2018.

### **1. Instructions**

Respondents to this solicitation must submit a sealed response no later than 4:00 PM on Thursday, September 10<sup>th</sup>, 2017 at the office of the Purchasing Agent, City Hall, Central Falls, Rhode Island. The sealed bids will be publicly opened and read at 6:00 PM on Thursday, September 10<sup>th</sup>, 2017 in the City Hall Council Chambers. An official authorized to bind the Respondent to the provisions of its response must sign the Response Form. The City will review all responses and reserves the right to accept or reject any and all responses.

Response must be submitted in a sealed envelope and addressed to:

City of Central Falls  
Purchasing Department  
580 Broad St.  
Central Falls, RI 02863

Lower left corner of envelope must contain the following identification: Request for Proposals 20170009, Public Art Project,. All responses must be received by 4:00 P.M. in the Office of the Purchasing Agent on Thursday, October 19th, 2017. NO RESPONSES WILL BE ACCEPTED AFTER 4:00 P.M.

*It is the responsibility of bidder to check the Central Falls purchasing webpage for any addendums.*

### **2. Selection Process**

Responses will be reviewed by the Department of Planning and Economic Development. The City reserves the right to contact Respondents with requests for clarification or additional information, or to arrange other follow up activities it deems appropriate. Selection of the qualified contractors will be made expeditiously. The City will use the following evaluation matrix in selecting a vendor. The City reserves the right to objectively and subjectively score each application based upon its own determinations and judgments and Respondents acknowledge this fact as well as waive their right to appeal any scoring or determination in submitting their response.

Criteria	Maximum Possible Points
<b>Approach:</b> Effectiveness of the Respondent's proposal in turning an eyesore into an asset	50 Points
<b>References:</b> Level of recommendation provided by references for the Respondent.	10 Points
<b>Ability to complete the work:</b> Experience of the Respondent and availability to undertake this work in the timeline provided	40 Points
<b>Total Points</b>	<b>100 Points</b>

### 3. Response Contents

The following are the elements that should be included in responses to the solicitation.

Please provide responses in the order presented in this section.

- a) **Cover Letter/Statement of Qualifications.** The cover letter should introduce the Respondent and address their interest for the project. The cover letter should include a narrative describing the Respondent: the type of services provided, the location of its operations, the number and location of employees, etc. The cover letter should describe major upcoming projects in the next eight (8) months.
- b) **Response Form.** The response form must be included, filled out completely, and signed by the Respondent.
- c) **Project Description.** A description of the Respondent's proposed public art project, including any renderings.
- d) **Project Budget.** A detailed budget for the project that does not exceed \$135,000.00
- e) **Project Schedule:** A detailed schedule for the project that shows completion by April 30, 2018.

### 4. Form of Response

Responses shall be submitted with one Original and Four (4) hard copies and a digital copy on a compact disc (CD) or universal serial bus (USB) drive, with supplemental information, drawings, warranties and other required documentation, literature and material to be provided, with the response.

### 5. Submission of Response

- a) Envelopes containing bids must be sealed and addressed to the Purchasing Agent, City Hall, 580 Broad Street, Central Falls, RI 02863 and must be marked with the name and address of the Respondent, date and hour of opening, and name of solicitation.

- b) The Purchasing Agent will indicate in the advertisement when the responses will be opened and no response received thereafter will be considered.
- c) Any Respondent may withdraw their response by written request at any time prior to the advertised time for opening. Telephone responses, amendments, or withdrawals will not be accepted.
- d) Unless otherwise specified, no response may be withdrawn for a period of thirty (30) days from time of opening.
- e) Negligence on the part of the Respondent in preparing the response confers no rights for the withdrawal of the response after it has been opened.
- f) Responses received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a response not properly addressed and identified.
- g) Any deviation from the specifications must be noted in writing and attached as a part of the response. The Respondent shall indicate the item or part with the deviation and indicate how the response will deviate from specifications.
- h) This solicitation document shall be made a part of any contract by and between the City of Central Falls and the Respondent.

#### **6. Rhode Island Sales Tax**

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

#### **7. Federal Excise Taxes**

The City is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

#### **8. Qualifications of Respondents**

The City may make such investigations as it deems necessary to determine the ability of the Respondent to perform the work. The Respondent shall furnish the City with all such information and data for the purpose as may be requested. The City reserves the right to pre-qualify vendors on the basis of cost alone, accept or reject any or all qualifications, and to act in its best interest including, but not limited to, directly negotiating with any vendor who submits qualifications in response to this solicitation and to award a contract based upon the results of those negotiations alone. Qualifications found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The City may, at its sole option, elect to require presentation(s) by vendors clearly in consideration for placement on the pre-qualified list of vendors. The City also reserves the right to waive any formalities.

#### **9. Addenda and Interpretations**

No interpretation on the meaning of the plans, specifications or other contract document will be made to any Respondent orally. Every request for such interpretations should be in

writing addressed to the City of Central Falls, Office of the Purchasing Agent, 580 Broad Street, Central Falls, RI 02863 if mailed or SGrace@CentralFallsRI.us if submitted electronically and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the responses.

#### **10. Indemnification and Hold Harmless**

The Respondent shall protect, defend, and indemnify the City, including its officers, agents and employees, and hold them free and harmless from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with, the performance of the work under any contract made as part of this solicitation. It shall apply to any acts or omissions of Respondent's agents, employees, subcontractors or suppliers. The Respondent also shall hold the City harmless from any and all claims or liens for labor, services, or materials furnished to the Respondent in connection with the performance of the Respondent's obligation under any contract between the Respondent and City. This section shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the City, its officers, agents or employees.

#### **11. Property lost, damaged or destroyed.**

Any property or work to be provided by Respondent will remain at the Respondent's risk until written acceptance by the City and the Respondent will replace, at Respondent's expense, all property or work lost, damaged or destroyed by any cause whatsoever.

#### **12. Evidence of Insurance**

A policy of auto, general liability and property damage insurance shall be attached hereto, covering any and all work performed under a contract between the City and Respondent, naming the City as an additional insured shall be made part of any contract between the City and Respondent in an amount of not less than \$1,000,000 for projects in excess of \$500,000. A policy of professional liability or errors and omissions insurance covering any and all work performed under any contract between the City and Respondent naming said Respondent shall be attached hereto. A copy of workers compensation insurance policy shall be attached, if required by Rhode Island law for this response and covering all work to be performed under any contract between the City and Respondent naming the Respondent as insured shall be attached hereto. The City, upon award of response, will request verification from the insurance company to ensure that the agent has properly notified the company and that coverage has been bound.

#### **13. MBE/WBE Requirement**

The Respondent shall include a plan for meeting the City's requirement that a minimum of 25% of the value of the response will be completed by State-of-Rhode-Island-certified Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE). Additionally, preference shall be given to Central Falls based sub-contractors and the hiring of employees who reside in the city of Central Falls.

#### **14. General Conditions, Terms and Limitations**

The issuance of this solicitation, the submission of a response by any Respondent, or acceptance of such response by the City do not individually or collectively obligate the City

in any manner. The City reserves the right (1) to amend, modify, or withdraw this solicitation, (2) to revise any requirements of the solicitation, (3) to require supplemental statements or information from any Respondent, (4) to accept or reject any or all responses, (5) to extend the deadline for submission of responses, (6) to negotiate or hold discussions with any Respondent and to waive defects and allow corrections of deficient responses, and (7) to cancel this solicitation, in whole or in part, if the City deems it in their best interest to do so. The City may exercise these rights at any time without notice and without liability to any Respondent for their expenses incurred in the preparation of the responses. The City does not assume any liability for any pre-contractual activity and/or costs incurred by the Respondents to this solicitation and reserves all its rights in law and equity with respect to this solicitation.

All submissions become the property of the City. The City shall be entitled to retain and use for the project without compensation to any Respondent any information submitted, including, but not limited to, any concept, element or idea (including financial structures) disclosed in or evident in the submission or meetings or interviews with Respondents. The City believes the information in this solicitation is accurate, but the City makes no warranties to such accuracy and assumes no responsibility for errors or omissions contained herein.

The City shall be the sole decision maker of whether a response complies with the requirements of the solicitation and whether responses have merit. Nothing contained in this solicitation shall limit the City in its selection of entities to be invited to respond to future solicitations for this project or future projects, nor limit the City's discretion in any way in making streetscape improvements. Submission of a response to this solicitation by any Respondent constitutes Respondent's permission and consent to inquiries by the City concerning the Respondent and its ability to undertake the project, including checking references, credit checks, and similar investigations.

It is the policy of the City to comply with all municipal and state laws, policies, orders, rules and regulations, which prohibit unlawful discrimination.

City of Central Falls  
Dexter Street Art Project

# **APPENDIX A**

**Response Form**

# Dexter Street Art Project Response Form

From: \_\_\_\_\_

## References

### Reference #1

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Reference #2

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Reference #3

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The undersigned agrees that:

- The undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of a response to this bid.
- The undersigned has reviewed the existing conditions of the site and the believes the below response is sufficient to complete the scope of work
- The undersigned will act in good faith to complete projects as part of this effort in an expeditious manner.
- The undersigned has had no judgements against it in the past two (2) years. If the undersigned has judgements, please elaborate here: \_\_\_\_\_

\_\_\_\_\_

This proposal includes Addendum(s) \_\_\_\_\_

\_\_\_\_\_

Please provide additional information about your proposal as an attachment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email