

TOWN OF BEL AIR
REQUEST FOR PROPOSAL

ED-12-01

BEL AIR HIGH SCHOOL
BOBCAT SCULPTURE
ARTIST SERVICES

Bid Release Date: January 18, 2012

Closing Date: February 24, 2012

Town of Bel Air
Dept. of Economic Development
37-41 North Main Street
Bel Air, MD 21014
410-838-0584/410-879-2012

REQUEST FOR PROPOSAL ED-12-01

INTRODUCTION

The Town of Bel Air is seeking proposals for a sculpture to be permanently installed at the entrance to the Bel Air High School football field. The main purpose of this project is to enhance a public space in the Town of Bel Air, to provide visual appeal to the public landscape, and to honor a former Bel Air High School football coach. The selected artist will complete the contracted Scope of Work within the agreed time frame as stated herein, under the general guidance of the Bel Air Department of Economic Development in consultation with the Bel Air Cultural Arts Commission.

SCOPE OF PROJECT

The theme of the sculpture project is "**Bobcat**".

The artist ("bidder") will research, design, fabricate and install this sculpture according to the established deadline(s).

Submissions may be contemporary or traditional, soundly and professionally constructed of bronze or material of equivalent durability. No fragile or dangerous works will be considered. Public safety, stability and durability will be factors in the choice of the winning sculpture.

APPLICATION GUIDELINES/PROPOSAL SUBMITTAL

1. All submissions for sculpture proposals need to be presented via drawings or photographs on 2' x 3' foam board(s). The drawings/photographs should include views from front, sides and back of sculpture, so that viewers can have a three-dimensional perspective of the piece.
2. Five copies of bidder's written proposal outlining materials, price and time frame, along with the above-mentioned foam board(s), must be received no later than 3:00 p.m. on February 24, 2012 at the Town of Bel Air Department of Economic Development, 37-41 North Main Street, Bel Air, MD 21014.
3. The finalists may be required to provide a clay rendering prior to any award decision for the committee's approval. Clay rendering will be due March 20, 2012. See attached renderings – Appendix A.

4. The sculpture must be at least four (4) times the life size of a bobcat. Example: minimum size would be equivalent to a large German Shepherd dog.
5. Late proposals will not be accepted.
6. All proposals, whether accepted or rejected, shall become the property of the Town of Bel Air.
7. Proposals must be signed by the bidder, artist or authorized employee or officer of the bidder in order to receive consideration.
8. A list of the materials that will compose the actual sculpture must be submitted as part of the description.
9. The sculpture must fit on the brick pedestal especially prepared for the project. The pedestal measurements are 5'x5'. See attached photos of pedestal – Appendix B.
10. All entries must be original pieces of work.
11. All entries must include a timeline.

BUDGET AND FUNDING

A quote of the total bidder's fee must be accompanied with submittal. This quote shall cover all associated costs including design, development, materials, fabrication, foundry costs, travel, insurance coverage, shipping, and installation fees.

SELECTION CRITERIA AND PROCESS

Proposals will be reviewed by a five-member committee consisting of the Town Administrator, the Director of the Department of Economic Development, the Grants/Economic Development Coordinator, and two members of the Cultural Arts Commission. One finalist will be selected.

The evaluation criteria to be used to determine the recommended applicant will include the following factors:

<u>Criteria</u>	<u>Weight</u>
- Design	0 – 25
- Applicable experience	0 – 20
- Quality and clarity of proposal	0 – 25
- Cost	0 – 30

The Town reserves the right to award a contract to the bidder that presents the proposal which, in the sole judgment of the Town of Bel Air, best accomplishes the desired results. The Town reserves the right to reject any or all proposals, to waive minor irregularities or to negotiate minor deviations with the successful applicant. The Town of Bel Air reserves the right to not make a choice from the submitted proposals.

The Town will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications shall be directed to and will be issued by the Department of Economic Development in writing.

OWNERSHIP OF STUDY AND FINDINGS

All project submissions and drawings by the bidder in connection with this proposal shall be absolute property of the Town of Bel Air.

LAWS AND REGULATIONS

In all operations and administration related to the subject item, all laws and regulations of the Town of Bel Air, Harford County, State of Maryland and U.S. federal government, which are applicable to the Contract, must be strictly complied with. The bidder shall protect and indemnify the Town of Bel Air and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by bidder or bidder's employees.

QUALIFICATIONS

This project is open to all members of the public.

PRE-BID CONFERENCE

To assist applicants in understanding and responding to this RFP, the Town will conduct a non-mandatory pre-bid conference on Wednesday, February 1, 2012 at 3:00 p.m. at the Bel Air Armory 2nd floor conference room at 37-41 North Main Street, Bel Air, Maryland. Any amendments made to this RFP as a result of discussions held at the pre-bid conference will be forwarded to all attendees electronically via an addendum.

PROJECT TIMETABLE

The proposed timetable is as follows:

February 1, 2012	Pre-bid conference
3 p.m.	

February 24, 2012 3 p.m.	Deadline for submission of proposal and drawings/photographs on 2' x 3' foam board(s)
February 27, 2012	Opening of bids
March 2, 2012	Request to finalists for clay rendering
March 20, 2012	Submittal of clay rendering to committee
March 30, 2012	Selection of winning applicant (Time: TBA)
April 23, 2012	Contract for sale and installation of winning project
September 2012	Installation of sculpture

CONTRACT TERMS AND CONDITIONS

The Town of Bel Air will provide a contract that will be the basis of the financial and procedural agreement between the Town of Bel Air and the bidder (or artist, if different from bidder). If contract negotiations are unsuccessful, the Town of Bel Air may enter into this process with another finalist, or reissue the Request for Proposal.

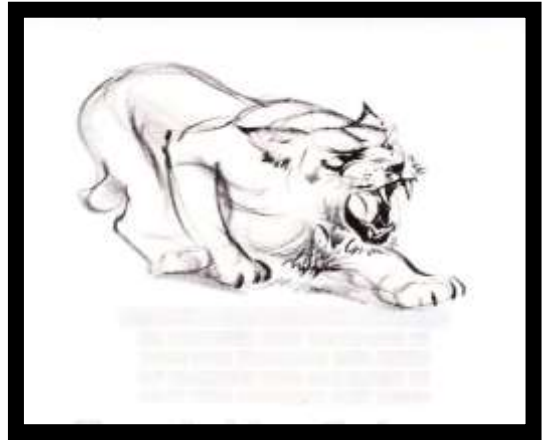
INQUIRIES

Any bidder submitting a proposal finding any discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall immediately notify the Director of Economic Development, Trish Heidenreich, at 37-41 North Main Street, Bel Air, Maryland 21014, in writing. Such notification shall be received NOT LESS THAN 5 DAYS PRIOR TO THE SCHEDULED OPENING OF BIDS. A bidder's exceptions to the specifications do not obligate the Town to change the specifications. The Director of Economic Development will notify all bidders in writing, by addendum duly issued, of any interpretations made of specifications or instructions.

Direct all submissions and inquiries regarding the RFP process to: Susan E. O'Neill, Department of Economic Development, Town of Bel Air, 37-41 North Main Street, Bel Air, Maryland 21014. Tel: 410-638-6705 or email at soneill@belairmd.org.

APPENDIX A

Examples of Bobcat postures



APPENDIX B
5ft x 5ft Brick Pedestal

