

FORMAL REQUEST FOR PROPOSALS

PROJECT SPECIFICS & SCOPE OF WORK

CITY OF MERIDIAN
Meridian, Idaho 83642

BACKGROUND / PURPOSE

The City of Meridian is soliciting proposals from respondents for a public art project(s) that create and/or enhance the overall park identity at the Ten Mile Trailhead.

The objective of the project is to create a theming element, or elements, that give the trailhead a true identity and sense of place. Panelists are interested in seeing proposals that can be functional pieces in the park and/or that are highly visible to both park users and passersby. The Ten Mile Trailhead is a new trailhead facility located at 3430 N Ten Mile Road (north of Ustick Rd, across from the City wastewater treatment plant). The Trailhead, which is partially constructed and scheduled for completion this spring, will serve as the first ever 'gateway' to the Five Mile Pathway, one of the City's priority pedestrian routes. When complete, this 1.5-acre property will offer amenities such as bike parking and repair facilities, drinking water and restrooms, plaza space, benches and site furnishings, and both traditional and low-water landscape.

SCOPE OF SERVICES / SPECIFICATIONS

The successful proposer will be required to create and/or enhance the overall park identity at the Ten Mile Trailhead by creating a theming element, or elements, that give the trailhead a true identity and sense of place. Meridian Arts Commission (MAC) and Meridian Parks & Recreation Commission (MPRC) are interested in elements that can be functional pieces in the park and/or that are highly visible and appropriate to both park users and passersby. Pieces that contain nudity, inappropriate language or other objects unsuitable for public viewing may be deemed unresponsive.

The selected artist will be responsible to fabricate and install the artwork, in accordance to an executed Task Order with the City and within the project's final budget and timeline.

A stipend of \$500 will be available to artists who submit an Intent to Propose. The stipend is for the development of the maquette. The projects overall budget totals \$35,000, which includes all costs for engineering, materials, fabrication, permitting, travel, contingencies, and installation of the artwork.

GUIDELINES / CONTENT

To be considered responsive, proposals should address all items identified in this section. Please note: Some items require that the Proposer provide a detailed response and/or attachment. Failure to provide a complete response may be grounds for rejection of proposal. Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise

discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of CITY.

Elaborate or unnecessarily lengthy documents are discouraged. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to. All requirements and requests for information in the proposal must be responded to. All requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

Criteria necessary to evaluate the proposals in relation to the service being sought are included in the RFP documents and will be established and weighted. At a minimum, criteria will include, experience, references, compliance to the specifications and requirements for the service provided that the City may use to award contracts to the Proposer it determines appropriate.

SUBMITTAL REQUIREMENTS

Letter of Introduction and References:

Generally describe your business experience. To include past work experiences on similar projects. Provide a list of two references to include; name, address, phone number, and email whom the City could contact to verify previous related work experience.

Artwork Description:

Include digital images (.jpg format) or drawings of the proposed conceptual designs or projects to be considered, and related maquettes. Provide details of materials to be used, dimensions, anticipated maintenance, and any other significant information.

Projected Timeline and Pricing:

Proposer shall provide a timeline/schedule of work for the project artwork.

Presentation:

Present proposals and maquettes in front of evaluation panelists. Presentations to be no more than 10 minutes in length and will be followed by Q&A from panelists.

BASIS FOR SELECTION

This Request for Proposals will be evaluated utilizing the criteria listed below. History from the current and previous projects and customers of the respondent may be used to evaluate some of the criteria.

- a. Adherence to RFP (**10 Points**)
- b. Prior Experience and References (**20 Points**)
- c. Understanding of Project Objectives (**50 points**)
- d. Timeline and Cost (**10 points**)
- e. Presentations (**10 Points**)

BONFIRE SUPPORT

The City uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>