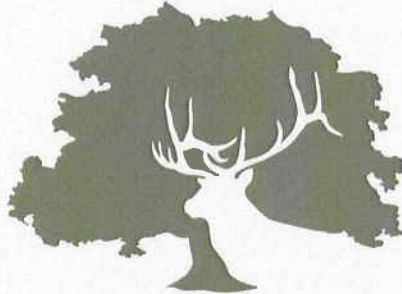


CITY OF ELK GROVE



CITY OF
ELK GROVE

— PROUD HERITAGE. BRIGHT FUTURE. —

Request for Proposals

for

**Transparent Artwork in the Old Town
Elk Grove Library**

**Office of the City Clerk
City of Elk Grove
8380 Laguna Palms Way, Suite 200
Elk Grove, CA 95758**

**Proposals Due by:
4:00 p.m. on Friday, May 9, 2008**

INTRODUCTION

The City of Elk Grove, CA, is inviting artists to submit proposals for the commissioning of artwork for the new Elk Grove library. The city wishes to receive proposals from qualified artists for transparent artwork in the Old Town Elk Grove Library located at 8900 Elk Grove Boulevard. Proposals should be in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal. The budget for this project is \$19,500.

The goal of the public art project at the new Elk Grove Public Library is to commission site specific artwork that enhances the physical environment and provides an amenity for diverse groups of citizens passing through the new facility. For new visitors to Elk Grove, it will provide an engaging introduction to the City and perhaps a glimpse into our community at large. This is the first Art in Public Places project the City has commissioned.

One signed original and seven (7) copies of the proposal should be submitted to the Office of the City Clerk by 4:00 p.m. on Friday, May 9, 2008. Proposal shall be submitted in a sealed envelope clearly marked Transparent Artwork in the Old Town Elk Grove Library and addressed to:

**OFFICE OF THE CITY CLERK
CITY OF ELK GROVE
8380 LAGUNA PALMS WAY, SUITE 200
ELK GROVE, CA 95758**

QUESTIONS

All questions relating to this RFP must be addressed in writing (e-mail is acceptable) to Kara Reddig, Project Coordinator (kreddig@elkgrovecity.org) at City of Elk Grove, 8380 Laguna Palms Way, Suite 200, Elk Grove, CA 95758 by 4:00 p.m. on Friday, May 2, 2008. Questions received after this time will not be answered. Responses to questions will be posted in an Addenda to this RFP on the City's website www.elkgrovecity.org under the Community tab, Request for Proposals/Bids.

Proposals will not be accepted by fax or electronically.

LATE PROPOSALS

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each artist assumes responsibility for timely submission of proposals.

WITHDRAWAL OR MODIFICATIONS OF PROPOSALS

Any proposal may be withdrawn or modified by a written request signed by the artist and received by the City Clerk prior to the final time and date for the receipt of proposals. Once the deadline is past, artists are obligated to fulfill the terms of their proposal.

PROPOSAL ACCEPTANCE AND REJECTION

The City of Elk Grove reserves the right to accept any proposal, to reject any and all proposals if said rejection is deemed in the best interest of the City, to call for new proposals, and to award the contract to other than the lowest proposal if deemed "proposal most advantageous to the City".

PROPOSAL EVALUATION AND AWARD

Award shall be made to the top ranked responsible artist whose proposal is determined in writing to be the most advantageous to the City, taking into consideration quality of artistic presentation, price, and adherence to the included specifications. The City will enter into an agreement with the successful artist for the specified products, services, and installation. If a successful agreement is not mutually attainable, then the City will terminate discussions and enter into an agreement with the second ranked responsible

artist and so forth until a successful agreement is attained. All artists will be notified by the City of the proposal selection results.

CONTRACT/INSURANCE

Selected artist must sign the enclosed Contract to Purchase Artwork, Attachment A, and be able to satisfy all project insurance requirements as outlined in the Contract. This is a standard City document. Requests to use alternate documents will not be considered.

ELIGIBILITY

This project is open to all professional artists to participate. You do not need to be a California resident to submit. Artists may apply as individuals or as a team. At least one member must have demonstrated experience in designing and producing, or overseeing the production of, site-specific, permanent works of public art.

GUIDELINES FOR PROPOSAL

These guidelines are provided for standardizing the preparation and submission of proposals. Proposals shall be submitted on 8-1/2" x 11" paper with easy to read font size and style. No more than 15 pages in length.

One signed original and seven (7) copies of the proposals should be submitted to the Office of the City Clerk by 4:00 p.m. on Friday, May 9, 2008. Proposal shall be submitted in a sealed envelope clearly marked Transparent Artwork in the Old Town Elk Grove Library and addressed to:

**OFFICE OF THE CITY CLERK
CITY OF ELK GROVE
8380 LAGUNA PALMS WAY, SUITE 200
ELK GROVE, CA 95758**

Proposals shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

Kara Reddig
Assistant to the City Manager
City of Elk Grove
8380 Laguna Palms Way, Suite 200
Elk Grove, CA 95758

The letter should state the artist's name submitting the proposal, their mailing address, telephone number and e-mail. The letter shall address the artist's understanding of the project based on this RFP as well as a statement discussing the artist's interest and qualifications for this type of work.

2. Table of Contents

The artist shall insert a comprehensive table of contents denoting sections three through six of the proposal as indicated below.

3. Qualifications and Experience

Describe the artist's capability for actually undertaking and performing the work. List types and locations of similar work performed by the artist in the last five (5) years that best characterizes the quality and past performance. Include names and current phone numbers for contact on work quality and performance. References may be contacted as part of the selection process. The City is not requesting similar work examples be provided on slides, but rather printed hardcopy on paper.

4. Work Plan

A written proposal statement not to exceed 2,000 words specifying and describing the concept and materials, proposed budget and installation requirements. The proposal should include a written and visual explanation of the artwork. The visual explanation is considered to be the Conceptual Design of the project. This must include draft to-scale drawings of all proposed design elements, a written description of the materials to be used, a project timeline, and cost estimates for all aspects related to design development, project construction, and installation. Artists are required to provide line item descriptions and pricing, applicable sales tax (as separate line item), and a total final price. No cost increases shall be passed onto the City after the proposal has been submitted.

5. Conflict of Interest Statement

The artist shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of this contract.

6. Supportive Information/References/Portfolio

This section may include graphs, charts, photos, resumes, references, etc. in support of the artist's qualifications. Selections from the artist's portfolio may be included in this section.

