



**Solicitation Number: RFP20000012**

**Townsend Public Art**

Request for Proposal (RFP)

**City of Pittsburgh**

January 16, 2020 - February 13, 2020

## General Header Information

**No.** RFP20000012  
**Title:** Townsend Public Art  
**Type:** Formal Request for Proposal (RFP)  
**Who can see this bid?:** Everyone  
**Start Date:** January 16, 2020 at 11:15:00 AM EST  
**End Date:** February 13, 2020 at 3:00:00 PM EST  
**Collaboration Start Date:**  
**Collaboration End Date:**  
**Estimated Total Value:**  
**Who can respond to this bid? :** All Vendors  
**Description:** The Department of Public Works, along with the Public Art and Civic Design Division (PA+CD) of the Department of City Planning is requesting proposals for a public art project to be located at the renovated Townsend Park located in the West End-Elliott community of Pittsburgh.  
**Justification:**  
**Delivery Terms:** Free On Board Destination  
**Payment Terms:** Vendor Specified  
**Contact Information:** City of Pittsburgh  
Dan Tobin  
414 Grant Street Room 502 Office of Management and Budget  
Pittsburgh PA, 15219 United States  
Tel: 412-255-2458  
Fax:  
daniel.tobin@pittsburghpa.gov  
**Contact Details:** If you have any questions, Please contact:  
Dan Tobin  
414 Grant Street Room 502 Office of Management and Budget  
Pittsburgh PA, 15219 United States  
Tel: 412-255-2458  
Fax:  
daniel.tobin@pittsburghpa.gov  
**Selected Categories:** Politics and Civic Affairs Services (93000000)

## Solicitation Requirements: Tentative Schedule of Events

### *Tentative Schedule of Events*

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP released:	<i>January 16, 2020</i>
Cut-off questions:	<i>January 30, 2020 3:00 PM</i>
Proposal submission deadline:	<i>February 13, 2020 3:00 PM</i>
Proposal review & supplier scoring:	<i>February, 2020</i>
Contract award:	<i>February, 2020</i>
Council approval:	<i>March, 2020</i>
Project start date:	<i>Date of contract execution</i>

## Scope of Services

### *Background*

Townsend Park is located at 803 Ernie Street in Pittsburgh's Elliott neighborhood, adjacent to the West End. The planned improvements to the park stem from the park's Master Plan, developed in 2016 through the Department of Public Works in collaboration with Pashek Associates. The park renovation includes landscape improvements, playground equipment, a new half basketball court, fencing, benches, pedestrian lighting, and a new ADA entrance. Construction is scheduled to be completed in May of 2020.

Artists, designers, and creative groups are invited to submit applications for the implementation of a public art component on the park's retaining wall facing Chartiers Avenue. The selected applicant will work with the Public Art & Civic Design Division (PACD) and the Department of Public Works (DPW) to gather community input and to develop a complete concept for a permanent art installation.

The compensation for this project will be \$8,000. This will include all design and planning, materials, execution, insurance, and artist fee. Compensation will be issued in two payments: the first after the design is approved and legal agreements with the artist are fully executed, and the second when installation is complete.

### *Scope Details*

## **Project Overview**

Applicants are asked to submit visual samples giving a clear idea of their style of work and an introductory narrative that details their interest in the project, their artistic background, and their approach to the project's execution. Full requirements are detailed below under Proposal Format.

Application narratives may include initial concepts, possible subject matter, materials, or layouts; however, a complete design proposal is not expected. Applicants will be scored based on previous work samples and narrative. Top applicants will be interviewed before a final selection is made.

The selected artist will present concepts and receive feedback at a public meeting. The artist will then work with PACD to develop and refine their artistic concept. The complete design proposal will be presented at one or more Art Commission hearings and must receive Final Approval from PACD and the Art Commission before moving forward with implementation.

## **Conceptual and Design Guidelines**

Artistic interventions should utilize the Chartiers Avenue wall as their main area of implementation. The intervention may extend onto the adjacent retaining wall on Ernie Street or extend into the park itself. In addition to community feedback, the selected artist will have the opportunity to review the design, layout, and color palette of the park in order to create a holistic intervention that will act as a transition between the park and surrounding neighborhood.

The wall will be patched and sandblasted during renovations. It will not be primed. Artists should understand that the visual surface will retain some inconsistencies due to the patching.

Artwork may be of varied materials, including paint, marouflage, mosaic, or mixed media. Artists will need to work with city departments and project consultants regarding the feasibility of any project in relation to the structural integrity of the wall. Any paint used must be breathable and should not act as a sealant against water. All artwork must comply with City safety and permitting regulations. Artwork must take into consideration the presence of existing drainage holes in wall. As such, all paint used must be breathable and non-sealing.

## **Installation**

After receiving all necessary approvals, the artist will work with PACD and other necessary City departments to coordinate installation.

Installation must be complete by June 2020, dependent on construction timelines.

## **Maintenance**

The artwork should be created to last at least ten years. Projects that require ongoing maintenance will not be given approval.

After installation the artwork will be considered a gift to the city, as outlined in an agreement in which terms will be defined. The City will retain ownership of the final product. Routine maintenance of the artwork will be conducted by the City upon feasibility and availability of funds. The City is not responsible for maintaining the artwork and may remove it at any time.

## **Applicant Requirements**

Selected applicants will be required to:

- Adjust their design proposal as needed after receiving City input
- Work with PACD staff on the application to Art Commission and be present at one or more hearings
- Work with PACD and the Law Department to execute a legal agreement
- Liability insurance is required. Selected artist will be responsible for providing proof of liability insurance naming the City of Pittsburgh as an additional insured, prior to beginning implementation of the project
- Applicants may sub-contract with third parties for the execution of part or all of the artwork

## *Appendix Items*

Townsend Public Art Space Visual Guide

## Proposal Format

### *Format Requirements*

Each response to this RFP shall include the information described in this section. Provide the information in the specified order in a single Word or PDF document format. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

If additional hard copies are requested under Submittal Requirements, the proposal should be bound or contained in a loose leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below. All proposals will need to be provided electronically so the following format will apply for the electronic submittal through the Beacon website.

### *Visual Samples*

Submit five to ten visual samples giving clear idea of applicant's style of work. These should represent the quality of work to be expected from the applicant. Samples should be photographic representations of past work, not digital or hand-drawn renderings of proposals for this project. Images should be in jpeg or similar format, at a minimum of 150 dpi.

### *Written Application*

The Narrative Should Include the following:

- Introduction detailing artist's interest in the project
- Description of the applicant's relevant artistic background and/or experience
- Artist statement describing general artistic approach, style, philosophy, or influences
- Approach to the execution of the project, including attention to designing a site-specific intervention that is holistic to the context of the park, integrated into the neighborhood, and reflective of community interest

The written application should be no more than three pages in length.

An artist resume or CV may be added as additional pages.

### *Cost Proposal*

Provide a total cost proposal for all services to be delivered, and a breakdown of costs. Include the artist's hourly rate and the amount of time expected to execute this project.

PLEASE NOTE: The City does not agree to late fees, penalties, interest, attorney's fees or other contingent liability. In no event shall the City be liable for special, indirect, incidental, reliance, lost profits or other business interest damages.

## Submittal Requirements

### *Submittal Requirements*

1. All applicants must register on Beacon to submit a bid for this opportunity. The registration link can be found here: <http://pittsburghpa.gov/beacon/registration.html>
2. Once registered, applicants must login and find the RFP for which they intend to submit a proposal. The list of RFPs can be found here: <http://pittsburghpa.gov/beacon/bid-opportunities.html>
3. If additional assistance is needed with registration or submitting a proposal in response to the RFP, please email [support.webprocure-support@proactis.com](mailto:support.webprocure-support@proactis.com) or call the support line at 866-889-8533.
4. Bidding participants must submit their proposals electronically within the eProcurement tool located on Beacon by the submission deadline.
5. Bidding participants are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.
6. Questions regarding proposals should be delivered **ONLY** to the RFP Coordinator, whose contact information can be found in the header of this solicitation.
- 7 Additional submission considerations:
  - Late proposals will not be accepted or considered. Bidding participants should allow enough time to register company on Beacon, search the solicitation they wish to respond to and complete the submission process online before the deadline.
  - The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
  - All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.
  - All costs associated with proposal preparation shall be borne by the applicant.

## Proposal Evaluation & Selection

### *Selection Procedure*

1. Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.
2. Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

### *Criteria*

All proposals will be evaluated using the following criteria:

- Visual Samples (40 points)
- Artistic Background and Statement (20 points)
- Project Approach and Plan (20 points)
- Cost Proposal (20 points)

## Award and Contract

### *Award*

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

### *Contracting Process*

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

## General Terms & Conditions

### *Examination of Proposal Documents*

1. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:
  - Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal
  - Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
  - Represent that all information contained in the proposal is true and correct.
  - Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
  - Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.
2. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

## ***RFP Term***

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

## ***RFP Communications***



Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator. Outside of pertinent RFP questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this RFP, without prior approval by the RFP Coordinator will be considered grounds for dismissal and immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- Each proposer shall assume the risk of the method of dispatching any communication or proposal.
- The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.
  - All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at [procurement.pittsburghpa.gov/beacon/opportunities](http://procurement.pittsburghpa.gov/beacon/opportunities)

- Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

## *Addenda/Clarifications*

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the RFP Coordinator as outlined in the submittal requirements section of this solicitation.

## *Withdrawal of Proposals*

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

## *Public Record*

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

## *Non-Conforming Proposal*

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## *Disqualification*

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- Proposer's default under any previous agreement with the City, which results in termination of the agreement.

## *Restrictions on Gifts & Activities*

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

## *Rights of the City of Pittsburgh*

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Cancel this RFP with or without issuing another RFP;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- Meet with select proposers at any time to gather additional information;
- Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- Accept other than the lowest offer.
- Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

## Miscellaneous Requirements

### *Acknowledgements*

- 1. Conflict of Interest**-By submission of a proposal to this RFP, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- 2. Code of Ethics**-By submission of a proposal to this RFP, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found here:[http://pittsburghpa.gov/humanresources/files/policies/10\\_Ethics\\_Handbook.pdf](http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf)
- 3. Fair Trade Certification**-By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- 4. Non-Disclosure**-By responding to this RFP, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.
- 5. Debarment** -This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- 6. Financial Interest**-No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- 7. Full Fee Disclosure**-Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

**This bid has no questions defined.**

## **Documents:**

Appendix 1 - Townsend Public Art Space Visual Guide.pdf

Solicitation has been designated as having no line items.

**This bid does not have any evaluation committee**

## Vendors Who Will Receive Solicitation by Email/Fax:

1 Step Detect

Action Resources, LLC

Akraya Inc.

Alisha L Branson

America Walks Inc

American Bio Medica Corporation

American Municipal Tax-Exempt Compliance Corporation

Anthony Joseph-Webster Cavalline (Self Invited)

Apex Systems LLC

Arbor ET

Barton Kirk

BI INCORPORATED

BidPrime (Self Invited)

Big Show Industries

BKD, LLP

BNY Mellon Capital Markets

BROADRIDGE FINANCIAL SOLUTIONS INC

Brocade LLC

Carin Mincemoyer

Cascadia Partners LLC

Ceridian HCM Inc

Certified Credit Reporting

Change Agency

Charley Frances (Self Invited)

CherryRoad Technologies Inc.

Chris Watts

Christine Davis Consultants Inc

Cicely Blain Consulting

Cicero Research, LLC

Citibank NA

City of Pittsburgh Procurement (Self Invited)

Cityfi LLC

CityStream Solutions LLC

Civic Method

Civic Square LLC

Clearwater Analytics

## COUNCIL ON LICENSURE ENFORCEMENT AND REGULATION

Debora Rodrigues  
Deloitte Transactions and Business Analytics LLP  
Delta Designs Ltd. (Self Invited)  
Design Labor Staffing Agency  
Destination Think! USA Inc.  
Donia LLC  
Drexel Hamilton, LLC  
DRNS Corp  
Drummond Carpenter PLLC  
E Holdings Inc  
Edith L Abeyta (Self Invited)  
Educational Data Systems Inc  
Elite Investigations LTD  
Endicott Associates LLC  
Environmental Data Validaiton Inc  
Epiq Global  
Facility Solutions Group  
Federal Compliance Consulting LLC  
First Hospital Laboratories  
Fourth Economy Consulting  
Gabriel Nolle Architecture Workshop LLC (Self Invited)  
GEO Reentry Services, LLC  
GIS Associates  
Goodwill of Southwestern Pennsylvania  
Goody Clancy Associates Inc  
Government Utilities Technology Service Inc  
Griffin Strong PC  
Griffin Commons Consulting Co  
GSL Consulting Group LLC  
H Rizvi Consulting Inc  
Hacking Solutions  
Helbling Associates  
IFS Industries LLC  
Insight Policy Research Inc  
inSITE Advisory Group LLC  
Institute of Individual and Organizational Change

Interactive Health Inc  
Interboro Partners LLC  
james simon (Self Invited)  
Jennifer Rhea Whitmer Taylor  
John W Stephen  
Just Harvest Education Fund  
k (Self Invited)  
Kabeyia Kompany LLC (Self Invited)  
Kai Devenitch (Self Invited)  
Kitchen Corps, Inc.  
KJS CONSULTING , LLC  
KPMG  
Labor of Love Ministries Inc (Self Invited)  
Land Collective  
Latamxport LLC  
Latin American Translators Network, Inc.  
Led Solutions Inc.  
Leonardo Moleiro (Self Invited)  
Lighthouse Groups LLC  
Lila Gemellos  
Lori Ann Hepner  
Lu Zhu  
Luna Energy Partners  
Mackin Engineering Company  
MacLachlan Cornelius Filoni Inc  
MaiaLearning, Inc.  
Malor Company Inc  
Mason Tillman Associates, Ltd.  
Michael Baker International Inc (Self Invited)  
MKSK Inc  
NEBRASKALAND  
Neighborhood Playbook LLC  
Nicole Renee Ryan (Self Invited)  
Nimdzi Insights LLC  
Nspiregreen LLC  
Operation Better Block Incorporated  
optimal workplace environmental wellness (Self Invited)



Pat Lewis (Self Invited)  
Pathfinder Labs Inc  
Patrick Schmidt (Self Invited)  
Paylocity Corporation  
Perfect Price Inc  
Pittsburgh Water and Sewer Authority  
Professional Rehabilitative Options Inc  
Randi Stewart (Self Invited)  
Reginald ONeal (Self Invited)  
RFX ANALYST INC  
Rostan Solutions LLC  
S R Wojdak Associates LP  
Safetycom Inc  
Sandy Kessler Kaminski (Self Invited)  
Sean Allen Coffey (Self Invited)  
Shane Pilster (Self Invited)  
Storm King Analytics, LLC  
Strategy Matters LLC 01-059-0087  
Sunset Survival First Aid, Inc.  
Tallan Inc  
The ED-TECH Group Inc  
The Home Depot  
The RAND Corporation  
The Ray Organization LLC  
Tim Engelhardt (Self Invited)  
TJD Consulting  
Transit Safety Security Solutions, Inc.  
TSS Inc  
UBS Financial Services Inc.  
UCCS  
Unemployment Insurance Services Inc  
United We Stand  
Urban Design Assocaites  
Urban Design Ventures, LLC  
URBAN STRATEGIES INC  
UrbanLeap  
Verizon Wireless

Virtual Alliance Consultants

VISIMO LLC

Watts Studios LLC (Self Invited)

World Promotional Services

World Wide Technology

Zuva Marketing Inc