FINANCIACIAL SERVICES DEPARTMENT

REQUEST FOR PROFESSIONAL SERVICES

The City of Durango Colorado, by and through the Purchasing Administrator, is accepting proposals from qualified firms for the Santa Rita Administration Facility Art Project in accordance with the terms, conditions, and specifications contained in these documents.

Respondents wishing to participate should ensure they have all information that pertains to this project prior to submission.

Questions

Each respondent, before submitting their statement of qualifications, shall become fully informed as to the extent and character of work required. All questions must be submitted in writing via email, to tommy.crosby@durangogov.org by the deadline listed below.

Question Deadline: October 30, 2023, Time: 3:00 p.m. (Local Time)
(Questions received after the deadline may not be accepted.)

Submittal Instructions (Reference: Required Submittals Section)
Submittal requirements are outlined in the Submittals Section of the Documents

Project Title: Santa Rita Administration Facility Art Project

Proposals Due Date and Time: November 7, 2023, 3:00 PM (Local Time)

Deliver Bid Electronically to: bob.grogan@durangogov.org

It is the sole responsibility of the respondent to see that the proposal is received before the submission deadline. Late proposals will not be considered.

All proposals submitted shall be binding upon the respondent if accepted by the City within sixty (60) calendar days of the submission date. Negligence upon the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the submission of proposal.

This project is being submitted in accordance with the City of Durango Purchasing Policy.

Bob Grogan, Jr.
Purchasing Administrator          October 16, 2023
Published October 18 & 20, 2023
949 E 2nd Ave · Durango CO 81301 · 970.375.4994
I. INVITATION

The City of Durango requests proposals from artists for the installation of creative art at the Santa Rita Administration Facility, for a city funded public art creation to beautify the city grounds around the building and Santa Rita Park.

This RFPS includes a project description, scope of work, submission requirements, selection process and criteria, and insurance requirements.

Any bid that fails to conform to the essential requirements of the Request for Professional Services will be rejected.

1) Any bid that does not conform to the applicable specifications shall be rejected unless the invitation authorizes the submission of alternate bids and the items or services offered as alternates meet the requirements specified in the RFPS.

2) Bids shall be rejected when the bidder imposes conditions that would modify the requirements of the invitation or limit the bidder's liability to the Owner, since to allow the bidder to impose such conditions would be prejudicial to other bidders. For example, bids shall be rejected in which the bidder:
   a. Protects against future changes in conditions, such as increased costs, or total possible costs to the Owner cannot be determined.
   b. Fails to state a price and indicates that price shall be “price in effect at time of delivery”.
   c. Takes exceptions to the RFPS terms and conditions.
   d. Inserts the bidder’s terms and conditions.
   e. Prospective firms are encouraged to carefully read this RFPS in its entirety.

PROPOSED SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publish dates for RFPS</td>
<td>October 18 &amp; 20, 2023</td>
</tr>
<tr>
<td>Artist Questions Due</td>
<td>October 30, 2023, 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Local Time)</td>
</tr>
<tr>
<td>Proposals Due by Artists</td>
<td>November 7, 2023, 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Local Time)</td>
</tr>
<tr>
<td>Interviews, if necessary</td>
<td>Week of November 13, 2023</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>Week of November 21, 2023</td>
</tr>
</tbody>
</table>

II. SCOPE OF SERVICES

Call to Artists: Santa Rita Administration Facility Art Project

Location: Santa Rita Wastewater Reclamation Facility, 105 Camino del Rio Durango, Colorado 81301
**Timeline:** The Santa Rita Administration Facility Art Project is set to take place in 2024. The selected artist(s) will need to be under contract by November 21st, 2023. The deadline to submit project proposals is November 7th, 2023.

**Scope of Project:** We invite artists to participate in a unique opportunity to enhance the Santa Rita Administration Facility through various artistic elements:

1. **Mural:** Create a visually captivating mural that can be painted on three adjacent and consecutive walls, each with distinct dimensions:
   - 11’ tall x 86’ wide (west-facing river)
   - 9’ tall x 45’ wide (west-facing river)
   - 9’ tall x 24’ wide (northwest-facing river)
   - All walls have a rough, dark gray stucco skim-coat.

2. **Metal Signage:** Design and install eye-catching metal signage to help visitors easily locate the facility's bathrooms. The signage should be approximately 5.5 feet by 4 feet.

3. **Kinetic Metal Sculpture:** Repair and enhance an existing kinetic metal sculpture of a fish, turning it into a mesmerizing piece of art.

4. **Interactive/Interpretive Art Piece:** Create a new, engaging, and interactive art piece to be placed in the center of a garden path area, adding an element of exploration and discovery to the site.

5. **Wayfinding and Wayside Signage:** Develop innovative wayfinding signage on the ground in front of the changing rooms, assisting visitors in navigating the facility effortlessly. Garden area wayside signage should include information on native plant species, native planting requirements, and local history.

**Budget:** The total project budget is $100,000, which will be allocated to cover artist fees, materials, installation costs, and any necessary permits. Please note – the budget will be split between all elements of the project, not just a single mural / sign / sculpture. Please submit your proposal with this in mind. Artists are encouraged to apply for one or multiple elements of the project as specified in the scope. The city may select one or multiple elements of an artist’s proposal.

**Theme:** Projects are encouraged to use the Animas River, the water cycle, water and wastewater treatment process, native plant species, and local history as context and inspiration for their project.
III. INSTRUCTIONS TO PROPOSERS

I. The respondent shall provide one electronic copy of the proposal submitted via email to: bob.grogan@durangogov.org, or drop off at City Hall 949 E. 2nd Avenue Durango, CO 81301. The proposal should address all requests within this RFPS and specifically document the process for each phase of the project using appropriate text, graphs, tables, maps, and any other information necessary to describe the work program. Proposals shall not exceed twenty (20) pages in length, (8.5x11), and minimum font size 12.

The proposal shall be organized using the following format:

1) Table of Contents
2) Narrative
   a. Provide a brief one-page summary as how the respondent is interested in the project, understanding of the project’s needs, and why the respondent would be a good fit.
3) Respondent Qualifications:
   a. Present a brief description of the respondent’s qualifications specific to the artistic professional services in the proposal.
4) Respondent Capabilities / Past Performance:
   a. Provide a concise respondent profile.
   b. List five (5) similar projects by respondent, which have been completed within the past five (5) years. Please note if these projects were completed with or without municipal, state, or federal funds. This information should include project name, owner, size, completion date, estimated budget, actual project cost, summary of work performed on the project, owner and contact information. If the original contract is not available, please provide an alternate contact that had direct involvement with the project.
   c. Detail current projected workload for the 2024 calendar year. This may be met by providing graphs depicting artists capacity to take on the project.
5) Project Estimate, Approach and Schedule:
   a. Describe the respondent’s understanding of the project and its approach to comprehensively address all design requirements. Identify all services that will not be included in the contract and are expected to be provided by City of Durango.
   b. Provide a detailed work plan that should include a spreadsheet quantifying each Scope of Works component.
   c. Provide a schedule of general project activities including duration of each activity and of the total project. The schedule should provide realistic durations of each activity.

Include a statement that the respondent maintains the insurance required in this RFPS.
How to Apply: Interested artists are required to submit their project proposals by November 7th, 2023. Late submission will not be accepted.

Submissions should include the following:
1. A detailed project proposal outlining your concept, approach, and materials to be used.
2. Visual representations of your proposed art (sketches, digital renderings, or other relevant visuals).
3. A preliminary budget breakdown, specifying the expected costs associated with your proposal, including the costs of installation.
4. A brief artist statement and resume highlighting your relevant experience and qualifications.
5. Explain in detail how the art will be secured / fastened/ mounted and installed by your firm for this process.
6. Any additional information or references that support your proposal.
7. Please submit your proposals to Bob Grogan, bob.grogan@durangogov.org by November 7th, 2023. 3:00 PM Local Time. Or drop off at City Hall 949 E. 2nd Ave Durango, CO 81301. Late proposals will not be accepted.

Questions regarding the submittal process may be directed to Tommy Crosby, tommy.crosby@durangogov.org.

The Santa Rita Wastewater Reclamation Facility Art Project is an excellent opportunity to contribute to the beauty and functionality of this essential facility while showcasing your artistic talent. We look forward to receiving your creative ideas and working together to bring more public art to Durango.

A selection committee comprised of City personnel will evaluate the proposals. Members of the Selection Committee will review and rate each proposal based on the following criteria:

1) Strength and capability of project team.
2) The experience of the project team, working together, in providing similar services.
3) Key personnel that will be assigned to the project, and their experience with similar projects.
4) Narrative and project approach including goals, controls, concepts, and critical issues.
5) Current and projected workloads.
6) Timeframe for completion of the project; and
7) Overall responsiveness to the RFPS.

All respondents must initially represent themselves solely by their written submittal. Based upon the Selection Committee’s findings, finalists may be requested to provide in-person presentations at the respondent's sole expense.
IV. CERTIFICATIONS AND STATEMENTS

The firm must provide certification that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal, and without outside control, collusion, fraud, or otherwise illegal action.

The firm must certify that no member of the City Council of Durango, Colorado, or members of his or her immediate family, or other officer or employee of the City has received or has been promised directly or indirectly any financial benefit related to the RFPS.

V. EVALUATION CRITERIA

A selection committee, comprised of City Staff, will evaluate the submittals. Members of the Selection Committee will review and rate each proposal based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative and Project Approach</td>
<td>25</td>
</tr>
<tr>
<td>(Narrative and approach demonstrating understanding of project and goal)</td>
<td></td>
</tr>
<tr>
<td>Qualifications of Key Personnel</td>
<td>15</td>
</tr>
<tr>
<td>(Qualifications provide expertise on needs associated with project)</td>
<td></td>
</tr>
<tr>
<td>Respondent’s Experience and References</td>
<td>25</td>
</tr>
<tr>
<td>(Experience includes projects similar in scope and good results)</td>
<td></td>
</tr>
<tr>
<td>Project Schedule</td>
<td>10</td>
</tr>
<tr>
<td>(Organized and meets the city’s deadline goals)</td>
<td></td>
</tr>
<tr>
<td>Overall Responsiveness to the RFPS</td>
<td>20</td>
</tr>
<tr>
<td>(Contains all requested information and captures needs of the project)</td>
<td></td>
</tr>
<tr>
<td>Durango, Colorado Firm</td>
<td>5</td>
</tr>
<tr>
<td>(Primary has office located in Durango, Colorado)</td>
<td></td>
</tr>
</tbody>
</table>

Note: The City reserves the right, where it may serve the City’s best interest, to request additional information or clarifications from firms, or to allow corrections of errors or omissions.

At the sole discretion of the City or the Selection Committee, respondents submitting proposals may be requested to make oral presentations as part of the evaluation process. Such presentations will provide respondents with an opportunity to answer any questions the Selection Committee
may have on a respondent's bid/proposal. The cost of any such presentation or interview shall be the sole responsibility of the proposer.

Final Selection. The City of Durango will select the most qualified respondent based upon the recommendation of the Selection Committee. Should the City of Durango and the first selected respondent not come to terms on the project, the City of Durango will continue negotiations with the next most-qualified respondent. The respondent selected for the award will be chosen on the basis of qualifications and experience and the apparent greatest benefit to the City of Durango.

It is anticipated that a firm will be selected on or before the week of November 21, 2023.

VI. INSURANCE

CITY OF DURANGO, CONTRACTOR LIABILITY INSURANCE COVERAGE

A. The Successful Contractor shall not commence work under this Agreement until it has obtained all insurance required by the contract documents and such insurance has been approved by the City. The Contractor shall not allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been obtained and approved. For the duration of this Agreement, the Contractor must maintain the insurance coverage required in this section.

B. The Successful Contractor shall procure and maintain, at its own cost, the following policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the contract documents by reason of its failure to procure or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

C. Successful Contractor shall procure and maintain, and shall cause each Subcontractor of the Contractor to procure and maintain (or shall insure the activity of Contractor’s Subcontractors in Contractor’s own policy with respect to), the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of the Work. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

D. Worker’s Compensation insurance to cover obligations imposed by the Workers’ Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers’ Liability insurance with minimum limits of Five Hundred Thousand Dollars ($500,000) each accident, Five Hundred Thousand Dollars ($500,000) disease – policy limit, and Five Hundred Thousand Dollars ($500,000) disease – each employee.
E. Comprehensive General Liability insurance with minimum single limits of One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest’s provision.

F. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars ($1,000,000) each occurrence and Two Million Dollars ($2,000,000) aggregate with respect to each of Contractor’s owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interest’s provision.

G. The policies required above, except for the Workers’ Compensation insurance and Employer’s Liability insurance, shall be endorsed to include the City, and its officers and employees, as additional insured. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers or its employees, shall be excess and not contributory insurance to that provided by Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under each of the policies required above.

H. Certificates of insurance shall be completed by the Contractor’s insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and copies of such certificates shall be forwarded to the City prior to start of Work. Each certificate shall identify the Project and shall provide that the coverages afforded under the policies shall not be cancelled, terminated, or materially changed until at least 30 days prior written notice has been given to the City. If the words “endeavor to” appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

I. Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by the Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the Owner.
Prior to the start of work, Certificates of Insurance shall be furnished to the Financial Services Department as evidence of the existence of such insurance. Certificates shall contain provision for a thirty (30) day prior written notice of cancellation or material change and directed to the Financial Services Department, City of Durango 949 E. 2nd Avenue, Durango, CO 81301. bob.grogan@durangogov.org

VII. REQUIREMENTS AND GENERAL INFORMATION

A. The City of Durango is exempt from all local, state, and federal taxes.

B. The selected consultant must have or obtain a current City Business License prior to initiating work on this project upon award.

C. The selected consultant must complete a W-9 form (Taxpayer Identification No.) upon award.

D. Direct contact with city elected officials or city staff, other than the Purchasing Administrator, during the RFPS process may render the bid/proposal as non-compliant. At the Purchasing Administrator’s discretion, no further consideration may be given the bid/proposal.

E. For questions, please submit them via email to tommy.crosby@durangogov.org.

VIII. BID SUBMISSION

A. Proposals shall be filed electronically via: email to bob.grogan@durangogov.org prior to the date and time specified above as a single pdf file in your firm’s name. Late bids will not be accepted. Proposals shall not exceed twenty (20) pages in length.

B. The City of Durango reserves the right to reject any and all bids.

C. Retain one copy for your records.

D. Successful Contractor must have or obtain a current City Business License when awarded the contract.

Attachments are below with projected art installation places on city property:
Santa Rita Wastewater Reclamation Facility CALL TO ARTISTS

Mural
Bathroom Signage
Repair / Enhance Existing Sculpture
Interactive / Interpretive Art
Wayfinding Signage
Mural

Create a visually captivating mural that can be painted on three adjacent and consecutive walls, each with distinct dimensions:

- 11’ tall x 86’ wide (west-facing river)
- 9’ tall x 45’ wide (west-facing river)
- 9’ tall x 24’ wide (northwest-facing river)
- All walls have a rough, dark gray stucco skim-coat.
- Not all areas of the wall are required to be covered. Submit cost per ft² of painted area.

- Left Shaded Wall (west-facing river)
  - 9’ tall x 45’ wide
- Right Sunny Wall
  - 9’ tall x 24’ wide (northwest-facing river)
- 11’ tall x 86’ wide (west-facing river)
Metal Signage

Design and install eye-catching metal signage to help visitors easily locate the facility’s bathrooms. The signage should be approximately 5.5 feet by 4 feet.
Kinetic Metal Sculpture

Repair and enhance an existing kinetic metal sculpture of a fish, turning it into a mesmerizing piece of art.
Interactive/Interpretive Art Piece

Create a new, engaging, and interactive art piece to be placed in the center of a garden path area, adding an element of exploration, community, and/or discovery to the site.

Roughly a 5’ x 5’ space
Wayfinding and Wayside Signage

Develop innovative wayfinding signage on the ground in front of the changing rooms, assisting visitors in navigating the facility effortlessly. The signage should have arrows or something similar directing visitors to the changing rooms and the bathrooms. Wayside signage by the garden should be informative and call out specific plant species, local history, and encourage low-water residential plantings.