



City of Marquette

REQUEST FOR QUALIFICATIONS

RFQ # 20-05

**“QUEEN CITY COURTS,” BASKETBALL
COURT ARTWORK FOR MPAC**

12/04/20

Deadline and RFQ Opening will be at 5:00 p.m., January 22, 2021. Please email RFQ's to Katie Burnette at kburnette@marquettemi.gov. RFQ specs can be found on the City website at www.marquettemi.gov

The City of Marquette reserves the right to reject any and all RFQ's if judged not to be in the best interest of the City.

L. Michael Angeli
City Manager

For questions or further information, contact:

Tiina Morin
Arts and Culture Manager
City of Marquette
300 W Baraga Ave.
Marquette, MI 49855
(906) 225-8641
tmorin@marquettemi.gov



MARQUETTE PUBLIC ART COMMISSION

REQUEST FOR QUALIFICATIONS (RFQ) – “Queen City Courts,” BASKETBALL COURT ARTWORK FOR MARQUETTE PUBLIC ARTS COMMISSION (MPAC).

Issue Date: December 4, 2020

Due Date: 5:00 PM on Friday, January 22, 2021

RFQ20-05

Submit Qualifications to:

Marquette Public Arts Commission

Contact: Tiina Morin, *Arts & Culture Manager, City of Marquette*

Email: Tiina Morin, tmorin@marquettemi.gov

12/04/20

INTENT OF SERVICE

The Marquette Public Arts Commission (MPAC) is seeking a qualified artist (“vendor”) or artist team to design (“artwork”) and paint a site-specific artwork on the surface of the Hurley Park Basketball Court, Marquette, MI. The vendor will organize/lead any necessary workers or volunteers through the painting of the court surface with their artwork.

MPAC is only soliciting the qualifications of interested vendors at this time. MPAC will review responses to this RFQ and select up to three finalists to submit design proposals. Finalists will be compensated \$200 to present a full-color design comp for the court. Finalists will retain copyright to all sketches not selected.

Individuals with demonstrated professional experience must provide a letter of interest, along with evidence of qualifications, references and rates for consideration to be considered by MPAC for this call for art. Responses must be received by **January 22, 2021 at 5:00 p.m.**

ELIGIBILITY

Submission is open to any artist or group of artists who are permitted to work legally in the United States and are eighteen years of age or older.

BUDGET

The MPAC budget for artist labor and supplies needed for the Queen City Courts project is up to \$15,000. This budget includes all labor, insurance, travel, lodging, food and all other necessities as well as any equipment the artist may require to complete the mural (paint, rollers, brushes etc.). Finalists chosen from the RFQ will be asked to submit a detailed budget with their design proposal.

QUEEN CITY COURTS PROJECT BACKGROUND AND OVERVIEW

MPAC would like to commission artwork that will help revitalize the Hurley Park public basketball court facilities. There are examples around the country of basketball courts that integrate art into their resurfacing. Introducing art onto the playing surface can increase park usage, attracting players of all ages and levels of experience, from families teaching their kids the game to high school and college students and adults alike. It is hoped that the artwork can engage the City and neighborhood allowing it to become a point of pride in the area, both beautiful and functional.

The project will further MPAC goals:

- Make Marquette known as a haven for works of significant artistic merit;
- Integrate public art into all aspects of the community and make art openly available to all citizens;
- Create distinct places, spaces, and objects that distinguish the character of the City;
- Educate the public about local history, culture, and values through public art;

- Increase the City’s standing as both a tourism destination and a desirable place to live; and
- Highlight the efforts of local artists as well as featuring works of regionally, nationally, and internationally notable artists.

SCOPE OF WORK

In addition to creating and producing the artwork for this project, the commissioned vendor will work collaboratively with MPAC and the Arts & Culture Staff in development of plans for the implementation of their artwork including: schedule and installation, procurement of the appropriate paint and materials, and specifications for the artwork’s installation and maintenance. The City will coordinate resurfacing and preparation of the court for installation of the artwork. The vendor shall be responsible for working with the Arts & Culture Staff for scheduling their time and any assistants or volunteers involved in the physical painting process. MPAC recommends 2–3 people to measure and layout the design on the court, and 3–5 for the painting, although it could be a one-person job.

WORK REQUIREMENTS

MPAC shall obtain, through procurement of vendor’s services paid-in-full, exclusive ownership and copyright of the installed artwork. After painting is completed, MPAC reserves the right to alter the court’s playing surface, and thus affect the existing artwork, to meet safety needs, or repaint weathered and deteriorated surface areas. In such situations, MPAC will endeavor to stay true to the original intent of the design, bearing in mind colors may slightly vary due to availability. It is our goal that this commissioned artwork will have a lifespan of 10 years, at which point a new work may be commissioned to replace it. Vendor will be credited with any usage of the artwork by MPAC. The selected vendor will retain the rights to use artwork for portfolio purposes only.

ARTWORK & DESIGN SPECIFICATIONS

- The artwork must be appropriate for all-ages.
- Artwork must be formatted to fit the court dimensions: 40’ x 60’.
- Artwork must integrate the necessary diagram lines of a typical basketball court, and allow for players to easily distinguish their boundaries. (See Appendix “C”)
- Vendor should consider the merits of a limited color palette and the use of solid color shapes (not gradients) in the artwork to aide in the feasibility of painting and any necessary repairs in the future.
- All materials used must be suitable for outdoor setting, and will be coordinated with Arts & Culture Staff.

REQUIREMENTS FOR APPLICATION

Submissions of qualifications require the information detailed below. However, submitting vendors may choose to include additional materials as appropriate within the page limits specified below, under *Document Format*.

Document Format

Interested bidders should submit their Qualifications and portfolios electronically as a .pdf document. Please limit your response to no more than ten (10) standard pages. Résumés and references are not included in the ten (10) page limit. Late or incomplete submissions, and those that do not conform to these guidelines, will not be considered. All Qualifications will be screened for completeness of information and adherence to the guidelines.

Information within the application should be clear and submitted in the format requested for each section:

1. **Letter of Interest:** Present an overview of your ability to provide the services as proposed (Under 500 words). Vendor must articulate how their artwork would engage the community, and embody the goals and intent of MPAC. Please note any experience painting murals, project management, coordinating assistants, and any work with volunteers.
2. **Current Résumé**
3. **Portfolio & Examples of Past Projects:** Applicants will provide a portfolio of work (20 images), either as part of the Qualifications document, or via website to highlight their past work as applicable to this proposed project. Include a brief summary describing three (3) relevant past projects (under 100 words per project), with sample images of those finished products. Applicants may also use this section to provide any additional information regarding the applicant's qualifications or methods relevant to this project.
4. **References:** Provide a minimum of two (2) professional references including the name of person(s) who may be contacted, title of the person, email address and phone number.
5. **Signature:** All applications shall also include the Appendix "A" form in this document signed by one of the legally authorized officers of said vendor.
6. **Additional Considerations to be Addressed:** The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without including them in the initial Letter of Interest and summary of qualifications. Hiring after award is not permitted without express, prior written approval of the MPAC, which may be withheld at MPAC's sole discretion.

EVALUATION AND SELECTION PROCESS

MPAC will review applications to the RFQ and select up to three (3) finalists to submit proposals. Finalists will be compensated \$200 to present MPAC with a full-color design comp for the court. From this list of finalists, a Vendor will be selected. All finalists will retain copyright to all sketches not selected. MPAC will evaluate and rate all Qualifications based on the applicant's demonstrated capability and experience in envisioning and implementing mural-type artwork. MPAC reserves the right to find any applicant qualified or unqualified to perform the duties outlined in the *Scope of Work* section. The selected Vendor's final proposals will be presented to the City Commission for approval prior to development of a contract.

Qualifications will be evaluated on the following criteria and point scale:

1. **Quality of Work:** Portfolio of artwork submitted is original and is appropriate for all-ages. (1–40 points).
2. **Appropriateness of Work to Project:** (1–30 points). Portfolio of artwork shows that the vendor is likely to be considerate of the site’s place in the local community and the cultural, historical, or physical context surrounding it.
3. **Prior experience:** (1–30 points) How qualifications and portfolio submitted demonstrate a vendor’s ability to:
 - Complete a project of similar scale.
 - Be an effective project manager.
 - Implement the final painting and installation of the artwork in an expeditious fashion.
 - Use materials and techniques that will contribute to the artwork’s longevity, or can collaborate with those that have more expertise.

TENTATIVE SELECTION SCHEDULE

The following timetable is tentative and subject to change:

December 4, 2020	Request for Qualifications is Released
January 22, 2021	Qualifications Due by 5:00 PM
February 10, 2021	MPAC Meets to Review Qualifications
February 12, 2021	Finalists announced and contracted to submit proposed designs for consideration.
March 5, 2021	Design submissions due
	Public Comment Period to seek community response to proposed designs
April 9, 2021	MPAC awards Professional Service Agreement to selected Vendor (upon City Commission approval)
TBD	Work Completion Date
TBD	Unveiling Ceremony

Questions concerning Application Requirements

All questions regarding this RFQ should be addressed to:

Tiina Morin, *Arts & Culture Manager, City of Marquette*
Phone: 906-225-8641

E-Mail: tmorin@marquette.mi.gov

Questions must be submitted at least three (3) business days prior to the RFQ submission deadline.

NOTICE TO APPLICANTS

This *Request for Qualifications* does not constitute a contract or an offer of employment. The cost of preparation of application shall be the sole obligation of the consultant. All applications, whether accepted or rejected, shall become the property of MPAC. MPAC reserves the right to:

- Make the selection based on its sole discretion,
- Reject any and all Qualifications,
- Issue subsequent Request for Qualifications,
- Postpone opening Qualifications if necessary for any reason,
- Remedy errors in the Request for Qualification process,
- Approve or disapprove the use of particular subcontractors,
- Negotiate with any, all, or none of the vendors,
- Accept other than the lowest offer,
- Waive informalities and irregularities in the Qualifications,
- Enter into an agreement with another vendor in the event the originally selected vendor defaults or fails to execute an agreement with MPAC,
- Elements and/or tasks may be added or deleted at the discretion of MPAC pending negotiation of the *Scope of Work* and compensation, and
- Cancel this RFQ in its entirety at any time prior to final agreement award.

MPAC assumes no responsibility for, “late applications,” and it is the sole responsibility of the applicant to ensure that the application is received by MPAC prior to the due date. No faxes will be accepted.

CONTRACT AWARD

MPAC reserves the right to make an award without further discussion of the application submitted. Therefore, the application should be initially submitted on the most favorable terms the vendor can offer. MPAC shall not be bound or in any way obligated until both parties have executed an agreement/contract. The applicant selected as the apparently successful vendor will be expected to enter into a contract with MPAC. Any contract award shall not be construed as an exclusive arrangement and further agrees that MPAC may, at any time, secure similar or identical services from other vendors at its sole discretion.

PAYMENT

All invoices shall be paid within thirty (30) days of receipt of a proper invoice and approval of the vendor’s completed tasks/deliverables.

EQUAL OPPORTUNITY EMPLOYMENT

MPAC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

INSURANCE

Provide evidence of insurance and the coverage limits, or state method for addressing insurance in the following categories:

- Workers' Compensation- in compliance with Workers' Compensation Act
- Comprehensive General Liability (including coverage for completed operations)
- Comprehensive Automobile Liability (including non-ownership and hired car)
- Professional Liability (errors and omissions, including contractual liability)

NON-COLLUSION

Submittal and signature of an application swears that the Qualifications are genuine and not a sham or collusive, and not made in the interest of any person not named, and that the vendor has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the vendor awarded the contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

PUBLIC RECORDS

Under Michigan state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to MPAC, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If MPAC receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to MPAC and upon the written request of such person, received by MPAC within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. MPAC assumes no contractual obligation to enforce any exemption.

Appendix “A”

ACKNOWLEDGEMENT OF RFQ REQUIREMENTS AND CERTIFICATION

I, _____, of _____,

Name and Title

Vendor/Business (if applicable)

hereby acknowledge that I fully understand the terms, conditions, and requirements contained within the *Request for Qualifications* for **“Queen City Courts: BASKETBALL COURT ARTWORK FOR MARQUETTE PUBLIC ARTS COMMISSION (MPAC).”**

The undersigned certifies under penalties of perjury that this application has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word ‘person’ shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

I further certify under the penalties of perjury that I to the best of my knowledge and belief, am in compliance with all laws of the State of Michigan relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Authorized Signatory

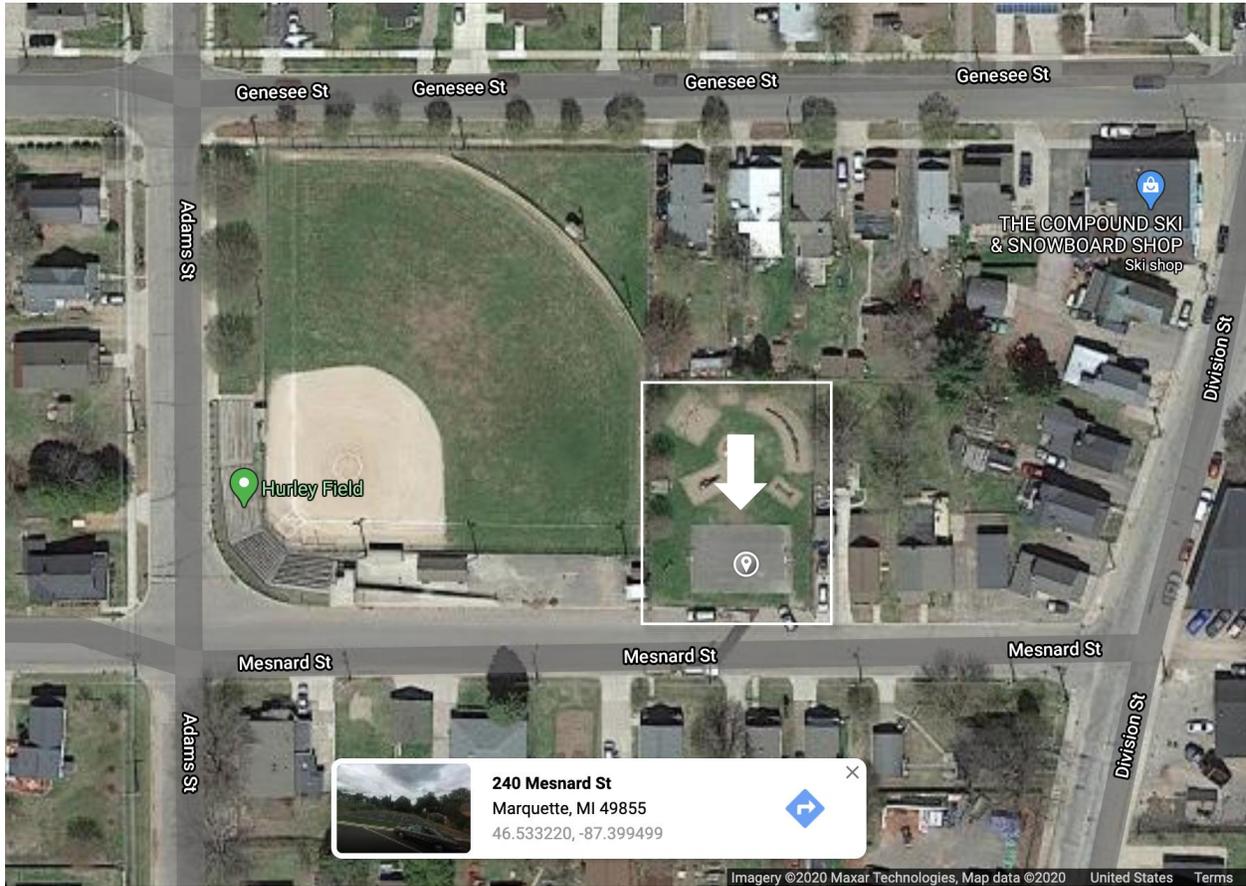
Date

Authorized Signatory

Date

Appendix "B"

LOCATION OF BASKETBALL COURT, Hurley Park, on Mesnard St., Marquette, MI



Appendix "C"

Court diagram and dimensions of the actual location.

