

PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL

Request for Proposals for the City of Chattanooga, TN

Requisition No.: RFP – 108201

Ordering Dept.: Public Art Chattanooga, Economic & Community Development Department

Buyer: Sharon Lea / lea_sharon@chattanooga.gov

Phone No.: 423 643-7235

Fax No.: 423 643-7244

Request for Proposals for Bringing Tap Back

*****REQUEST FOR PROPOSALS MUST BE RECEIVED*****

NO LATER THAN

4:00 PM E.S.T. on Thursday, April 30th, 2015

*****ALL QUESTIONS MUST BE SUBMITTED IN WRITING****

NO LATER THAN

4:30 PM E.S.T. on Friday, April 17th, 2015

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____



CALL TO ARTISTS

Issued by Public Art Chattanooga

City of Chattanooga

Department of Economic & Community Development

March 2015

RFP 108201

Request for Proposals (RFP): **Bringing Tap Back Public Art Project** **Chattanooga, TN**

Public Art Chattanooga (PAC) and the Tennessee Clean Water Network (TCWN) are seeking proposals for original, two-dimensional designs for *Bringing Tap Back*. *Bringing Tap Back* is a state-wide initiative that raises awareness of the importance of drinking water by providing free and publically accessible water bottle refill stations in public spaces. We are seeking original artwork that will be printed and installed on eight new outdoor water bottle refill stations in Chattanooga, Tennessee. Three designs will be selected for production and installed in summer 2015. The selected artists/designers will receive a \$2,500 honorarium for their design. Winning designs will be on view for up to three years. Artwork should be visually compelling to encourage users and stand alone as public artwork.

Eligibility:

This RFP is open to all professional designers, artists and teams over the age of 18, who currently reside in the United States.

Application Deadline:

Applications must be received by April 30, 2015 4:00 pm. EST. No exceptions. Refer to pages 5-8 for application procedures and **note specifications**. The Application can be found on page 10 of this document or downloaded at <http://www.chattanooga.gov/purchasing/bidssolicitations> or <http://www.chattanooga.gov/public-art/about/calls-to-artists>.

Project Details:

In spring 2015, TCWN in partnership with the City of Chattanooga and Public Art Chattanooga, will install eight water bottle refill stations at targeted locations across Chattanooga as part of the *Bringing Tap Back* project. In an effort to bring attention to the water bottle refill stations and to promote the health and environmental benefits of drinking tap water PAC and TCWN invite artists to submit original 2-D images for the cylindrical water bottle refill stations. Designs will be printed on conforming vinyl and wrapped on the outside of each of the refill stations. (see page 9 for examples of application). Printing and installation are not the responsibility of the artist.

Four of the eight refill stations will be located adjacent to recently opened fitness parks ("fitness zones") in Chattanooga. The parks are designed to complement health and wellness programs at adjacent recreation centers and feature GETfit Advanced Series fitness products. The parks include elliptical machines, a chin-up and push-up station, leg and chest press stations and accessible options for adults who use mobility devices. Each of the fitness parks have been designated as a National Demonstration Site for Adult Outdoor Fitness by PlayCore and have been selected through a rigorous screening process that ensures they provide all four elements of a well-rounded fitness program.

The remaining four locations are centrally located, publically accessible parks that are highly utilized and have water fountains. The eight locations are:

- East Lake Fitness Zone
- Carver Fitness Zone
- South Chattanooga Fitness Zone
- Eastdale Youth & Family Development Center (future Fitness Zone)
- Warner Park
- Walnut Street Bridge (south side)
- Avondale Youth & Family Development Center
- Brainerd Youth & Family Development Center

Artists must submit designs according to the specifications detailed on pages 5-6 of this document and in consideration of the templates found on pages 7-8. Additionally, designs must incorporate health messaging as detailed on page 5. Selected artists must be available to collaborate with the printing company that will be fabricating and installing the wraps, ensuring that designs conform to the specifications of the water bottle refill stations. An image of a water bottle refill station appears on page 7 of this document.

About the Tennessee Clean Water Network and the *Bringing Tap Back* Project:

The Tennessee Clean Water Network (TCWN) is an environmental advocacy not-for-profit corporation, and was established in 1998 to empower Tennesseans to exercise their right to clean water and healthy communities. TCWN fosters civic engagement and advances and enforces water policy to secure a sustainable future for Tennessee's waters. TCWN watches the activities of the Tennessee Department of Environment and Conservation, the Board of Water Quality, Oil and Gas, and state and federal legislation to ensure that they are all complying with current state and federal requirements. Located in Knoxville, TCWN is a resource and advocate for all Tennesseans with concerns about water quality. TCWN serves the entire state and has successfully protected water quality by working with municipalities to reduce sewage pollution, and industry to reduce toxic waste and coal mining pollution.

TCWN's *Bringing Tap Back* Project began in August 2013 with a three-year Project Diabetes Grant from the Tennessee Department of Health. These funds will allow TCWN to install water bottle refill stations in Chattanooga, Jackson, Johnson City, Knoxville, Memphis, and Nashville, at seven universities, and in seven Knox County Schools. The grant also funds the project's educational component, which includes a social media campaign, a drinking-water-finding mobile app, activities and educational outreach at large events, and the public art contests to wrap the water bottle refill stations.

The *Bringing Tap Back* project is a sustainability, public health, and public art project, and is part of TCWN's broader effort to engage Tennesseans with public drinking water. By encouraging Tennesseans to drink tap water, the project spurs questions: Where does our drinking water come from? How safe and clean is it? How and by whom is it monitored and regulated? These are the questions TCWN hopes will lead to citizens engaging and playing an active role in protecting Tennessee's waters.

Studies show that sugary drinks are the single largest caloric contributor to the obesity epidemic, while water is a far healthier alternative. Unfortunately, free and convenient access to drinking water is not always available. Broken drinking fountains, tightened city budgets, and the public's perception that existing drinking fountains are unhygienic are all contributing factors to bottled water's increasingly popularity. Unfortunately, bottled water takes a severe toll on the environment. Thus, water stations have been gaining popularity in cities, airports, and large venues across the country as the healthy, hygienic, and environmentally-friendly alternative to sugary drinks and bottled water.

For more information on this project, please visit:

Tennessee Clean Water Network Website: www.tcwn.org
Bringing Tap Back Webpage: www.tcwn.org/bringing-tap-back
Bringing Tap Back Facebook: www.facebook.com/BringingTapBackTN
Bringing Tap Back Twitter: www.twitter.com/BTB_TN
Fitness Zones: www.prweb.com/releases/2014/11/prweb12317954.htm#.VH328emlbzq.email
Chattanooga Youth & Family Development Centers: www.chattanooga.gov/youthandfamily/youth-family-development-centers
Chattanooga Directory of Parks Facilities: www.chattanooga.gov/public-works/parks/directory-of-park-facilities
Public Art Chattanooga Webpage: www.publicartchattanooga.com
Public Art Chattanooga Facebook: www.facebook.com/publicartchattanooga

Honorarium:

Each of the three selected designers/artists will be awarded a \$2,500 honorarium for their design. Fabrication and installation of the art wraps will not be the responsibility of the artist. Should the water bottle refill stations remain wrapped for longer than three years, artists will not receive further financial compensation.

Timeline:

March 11, 2015..... Announcement of RFP
April 17, 2015..... Deadline for receipt of questions
April 30, 2015 at 4:00 p.m. EST..... Deadline for receipt of application materials (no exceptions)
May 18, 2015 Selection and announcement of winning designs
Spring/summer Fabrication & installation

Selection Process and Criteria:

An ad hoc selection panel including members of the Public Art Committee, Tennessee Clean Water Network, the City of Chattanooga, and neighborhood residents and business owners will review qualifications for the project and select up to three finalists to be awarded the honorarium.

The panel will use the following criteria in the selection process:

- Artistic Excellence;
- Originality: creativity, uniqueness
- Appropriateness of artwork media and scale relative to site;
- Appropriateness for placement in an urban setting;
- Submittal of all required application materials as outlined in this RFQ;
- Adherence to all design specifications;
- The ability of the design to be successfully translated into the cylindrical format;
- Ability for the design successfully communicate the purpose of *Bringing Tap Back*

Terms:

- The City of Chattanooga and the Public Art Committee accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Committee accept no responsibility for costs incurred by the artist in responding to this Call to Artists.
- Artists and artist collaborations selected for this project will be required to meet contract terms and scopes as well as lump sum budgets. It is further understood that all budgets include travel costs. No additional and/or contingency funds will be available.
- Respondents to this Call to Artists agree to abide by the terms and conditions of this Call.

For additional information, please contact:

Sharon Lea
Buyer | City of Chattanooga
Purchasing Department
101 East 11th Street, Suite G13
Chattanooga, TN 37402
(423) 643-7235 phone
(423) 643-7244 fax
lea_sharon@chattanooga.gov

To learn more about Public Art Chattanooga, please visit: www.publicartchattanooga.com
To learn more about the City of Chattanooga, please visit: www.chattanooga.gov

Bringing Tap Back: Application Guidelines and Specifications

Please note the following IMPORTANT specifications:

- Artists may submit up to five designs for consideration (however, only one design can be selected per artist/artist team)
- In the creation of designs, please carefully consider the templates on page 8 of this document. Designs must conform to the shape of the template. Only areas in grey will contain artwork.
- Artists must submit designs in both formats detailed on page 6. One format will be used for review by the selection panel and the other will be used for the actual vinyl wraps.
- Designs that incorporate commercial advertisement for a company, entity, or individual will not be considered.
- Designs must include the TCWN and the *Bringing Tap Back* logos. The logos should appear in the center of the upper wrap, as pictured on page 7. Digital files of the logos can be downloaded at <http://www.chattanooga.gov/public-art/about/calls-to-artists>.
- Designs must include the following statement:

“This project is funded under an agreement with the state of Tennessee.”
- Designs **MUST** include one or more of the following health statements:
 1. Drinking one 12 oz. sugary drink daily can increase the risk of type 2 diabetes by 22%.
 2. Eliminating one 12 oz. sugary drink per day could halt the obesity epidemic for 90% of the population.
 3. Sugary drinks are the single largest caloric contributor to diabetes.
 4. A child’s risk for obesity increases an average of 60% with every additional daily serving of soda.
 5. Drinking just one additional sugary drink a day for a year could result in up to 15 pounds of weight gain.
 6. Tennessee has the 5th highest diabetes rate and the 4th highest obesity rate in the nation.
- Designs **may** also include one or more of the following environmental statements:
 1. It takes 3 liters of water and ¼ liter of oil to produce one liter of bottled water.
 2. Using a refillable water bottle saves water and reduces waste and pollution.
 3. Only 1/3 of plastic bottles are recycled.

APPLICATION GUIDELINES

Proposals must be submitted by mail or hand delivered in a sealed envelope and must include two copies of all printed materials. Please write RFP 108201 on the outside of the envelope. Materials should be single-sided and must include the following:

1. Completed application form (included at the end of this RFP on page 10).
2. Current Résumé (two-page limit).
3. Letter of Interest briefly addressing how you would approach the project. This document should be no longer than one page (double-spaced, 1-inch margins, 12 pt. font).
4. List of professional references (at least three): Please include name, address, phone number, and e-mail address for each individual. If submitting as a team, please include one resume for each team member.
5. Design proposals: Artists may submit **a maximum of five** proposals. Original artwork can be created in any medium including photography and digital processes but designs must be submitted on a PC Compatible CD Rom in **BOTH** of the following formats:
 - a. JPG file at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) for review by the selection panel.
 - b. File for the actual vinyl wrap at 100 DPI, full (1:1) scale. File format must be a flattened RGB TIFF. **Do not include a bleed.** Artists needing assistance with creating these files may want to seek assistance from a tech savvy friend.

All CDs must be labeled with the applicant's name, contact information (telephone number and e-mail address), and number of images. Every image file must be titled first with the number of the image in the order to be viewed (use "0" in front of single-digit numbers), followed by the artist's last name [for example: 01_Smith; 02_Smith]. The numbers must correspond to the annotated image list. Do not imbed images into a PowerPoint presentation.

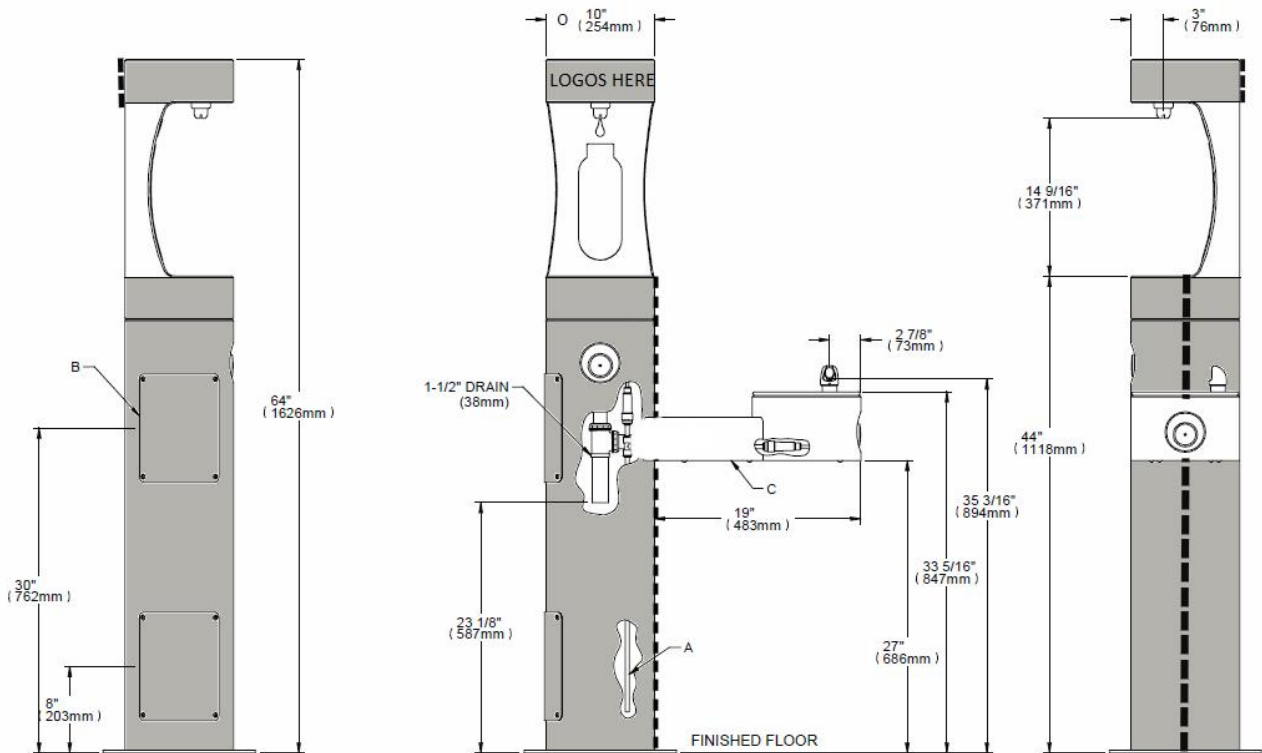
6. Annotated Image List: Please include the artist's name as a heading, and a brief description of each image, including title and medium
7. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials. Materials not requested will not be reviewed.
8. Please write "RFP 108201" on the outside lower left-hand corner of envelope before mailing application materials.

Applications must be received by April 30, 2015, 4:00 PM EST. No exceptions:

Send application materials to:

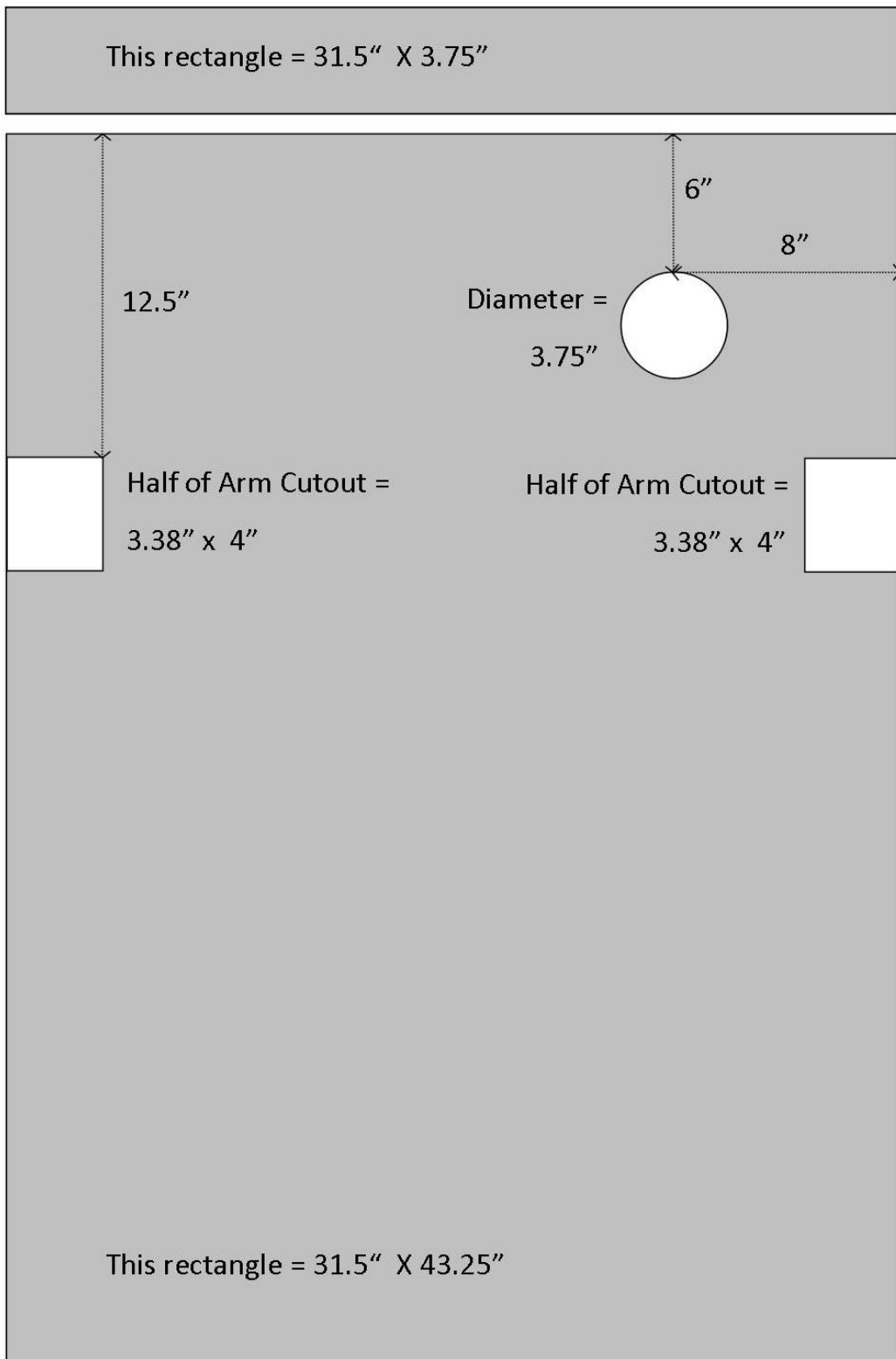
City of Chattanooga
Purchasing Department
ATTN: Sharon Lea
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Elkay Water Bottle Refill Station



*Only areas in grey will be wrapped. The TCWN and Bringing Tap Back logos should appear on the front of the band on the top. The dotted lines indicate where the seams of the wrap will be placed. Grey area is where artwork can be placed.

Shape and Dimension of the Artwork Area



Similar Conforming Vinyl Applications in Chattanooga, TN



above: “Joy Ride” by Rondell Crier, Art in Motion electric shuttle wrap, Chattanooga, TN
below: “Breath of Life” by Claire Vassort, Art in Motion electric shuttle wrap, Chattanooga, TN



Application Form: Water Bottle Refill Station Wrap Project

Please complete this form and include it with all of the required application materials.

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone: _____ Cell/Mobile (optional): _____

E-mail address: _____

Website (optional): _____

Submitted Materials Status:

_____ I would like for my CD to be retained for future commission opportunities.

_____ I would like for my CD to be returned to me, and I have enclosed a self-addressed envelope with sufficient postage for this purpose.

I understand and agree to all of the terms of this RFP / Call to Artists

Signature and Date: _____

Submittal Instructions and Requirements:

Deadline: Application materials may be mailed or hand delivered. They must be received by
April 30, 2015, 4:00 pm EST.

Send materials and direct all questions to:

Purchasing Department
City of Chattanooga
ATTN: Sharon Lea
101 East 11th Street
Suite G13
Chattanooga, TN 37402

Sharon Lea
Buyer | City of Chattanooga
(423) 643-7235 phone
(423) 643-7244 fax
lea_sharon@chattanooga.gov

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence