

THE AKRON PUBLIC ART COMMISSION (APAC) REQUEST FOR PROPOSAL



(Example of a Traffic Box)



(Traffic Box theme “Protecting our Communities”
designed by Jodi Pope, Bedford, TX)

PURPOSE

The City of Akron, Ohio’s Public Art Commission (the “Commission” or “APAC”) is seeking to select a contractor (the “applicant” or “party”) to assist the City of Akron (the “City”) and the Commission to provide installation services for street light control box art wrapping in various locations across the city.

BACKGROUND

The Commission was established to oversee the budget, strategy, collection, and administration of the Plan for Public Art. The Akron Public Art Program is dedicated to celebrating the cultural vitality of the people of the City and promoting economic vibrancy throughout the City through the integration of high-quality artwork into public places.

The Akron Public Art Commission (APAC) is inviting proposals from qualified companies to provide installation services for street light control box art wrapping in various locations across the city.

SCOPE OF WORK

The selected company will be responsible for the professional installation of artwork wraps on street light control boxes throughout Akron. The scope of work includes the following:

1. **Site Assessment:** Conduct a thorough assessment of designated street light control boxes to ensure compatibility with the selected artwork wraps.
2. **Process Description:** logic, materials, and methods proposed to complete this work.

3. **Coordination Meeting:** A meeting for each lighting control box shall be held with APAC prior to decisions made by the awarded company. Final approval must be received from APAC prior to commencement of work.
4. **Artwork Wrap Installation:** Precisely install pre-designed artwork wraps on the designated control boxes, adhering to high-quality standards and ensuring durability while preserving the integrity and design of the art being presented to the community.
5. **Quality Control:** Implement a rigorous quality control process to ensure that the artwork wraps are free from defects and securely affixed to the control boxes.

QUALIFICATIONS

Applicants should demonstrate:

- Proven experience in the installation of large-scale artwork wraps or similar projects.
- The technical capability to perform the services required, including equipment and personnel.
- An understanding of the local environment and urban context within Akron.

REQUIRED INFORMATION

- a. The legal name of individual/collective/agency, address, telephone number, number of years in business, and current number of full-time professional and technical personnel with the firm.
- b. Statement of the applicant's qualifications
- c. Proposed process for the installation of the proposed artwork
- d. Relevant project experience with **at least one example** of relevant experience, and the associated timelines in which the listed projects were completed.
- e. Complete contact information including name, email address, and telephone number of the individual or individuals who will be in charge of the actual work performed for the City;
- f. The address and telephone number of the office(s) where the work is to be undertaken.
- g. What proposed project schedule would you recommend in order to most efficiently conduct the work detailed under "Scope of Work;"
- h. Proof that the party maintains general liability insurance coverage with limits that meet or exceed the minimum requirements set by the City. Proof of insurance and a certificate of insurance must be provided to the City before work commences.
- i. Statement that the company intends to adhere to all environmental regulations, including disposal of materials and adherence to best practices for environmentally friendly installation processes.
 - a. Detailed steps the company will take to minimize the environmental impact of the installation process and how they will dispose of waste materials responsibly.
- j. The safety measures taken for the project, including:
 - a. plan and protocols the company will implement during the installation, including measures to protect workers, the public, and the artwork itself (e.g., Daily Site Safety plans, morning safety meetings, PPE inspections).
 - b. training provided to workers and any certifications required for personnel involved in the installation (e.g., OSHA 10-Hour).

BUDGET

Companies interested in this project are invited to provide a quote for their services per traffic light control box. We request that interested parties submit their quotes for the installation of artwork wraps on street light control boxes in accordance with industry-standard pricing. The selected quote will be based on the scope of work and quality of services, with the opportunity for additional funding based on project requirements and standards. We encourage all interested companies to provide competitive quotes that align with industry norms.

Please provide the following information with your quote:

- a. A detailed itemization of the cost of services and any other customary charges for services to be rendered; and
- b. Estimate of expenses incurred that will be billed to City per traffic light control box, including:
 - a. direct costs,
 - b. any variable costs or savings that may be incurred due to the performance of this work on a variable number of control boxes,
 - c. meeting costs if requested by APAC; and
 - d. Any costs that may be associated with review of site conditions and temporary conditions that are documented upon site review.
- c. Within the itemized costs, a cost per traffic control box with included allocated costs.

The provided quote should not exceed an initially set budget of \$35,000, with the possibility for a change order for more traffic boxes based on the provided per-traffic box cost and review by the commission. Change orders would only commence as requested from APAC and/or the City.

The City will entertain any suggested billing method. The City may waive any of these requirements in the sole and absolute discretion of the Mayor of the City (the "Mayor").

EVALUATION

Proposals will be evaluated by the City of Akron Public Art Commission (APAC) based on the following criteria to select the most suitable company for the Street Light Control Box Art Wrapping Project (*not listed in order of importance*):

- **Qualifications:** The company's qualifications, including relevant certifications, licenses, and expertise in outdoor art installation.
- **Relevant Project Experience:** The company's proven track record in successfully executing similar projects, such as the installation of large-scale artwork or other similar projects. APAC will also evaluate how recent this project experience occurred.
- **References:** The quality of references provided by the company, attesting to their competence, reliability, and professionalism.
- **Proposed Plan for Installation:** The clarity and of the company's proposed plan for the installation of artwork wraps on street light control boxes.

- **Thoroughness and Understanding:** The company's ability to demonstrate a comprehensive understanding of the project's requirements and objectives.
- **Interpersonal Compatibility:** The company's ability to collaborate effectively with APAC, the City of Akron, and other relevant stakeholders.
- **Willingness to Adhere to Contractual Requirements:** The company's commitment to complying with all contractual terms and conditions specified by the City of Akron.
- **Cost:** The competitiveness of the company's quote, considering industry standards and the project's scope of work.

Additionally, the City of Akron and APAC may consider any other criteria deemed to be in the best interest of the city and the successful completion of the Street Light Control Box Art Wrapping Project.

SELECTION PROCESS

The Commission and City reserve the right to select more than one party as a finalist to be interviewed by the panel for final understanding of their submission.

The Commission and City will review the submitted proposals for completeness and qualifications.

The Commission and City, in their sole discretion, may invite selected applicants to an interview and/or to provide an oral presentation.

The Commission and City may also determine to select an applicant without staging interviews or oral presentations.

If an applicant is selected by the Commission and City a special services agreement for the work will be prepared and executed. The special services agreement will contain non-discrimination, indemnification, and termination for convenience provisions.

ADDITIONAL DETAILS

The selected party must operate independently and not be a direct employee of the City of Akron. Proposals submitted to the Commission in response to this Request for Proposal will become property of the City and subject to the laws regarding public records of the State of Ohio.

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

The Commission and City reserve the right to request clarification of information submitted and to request additional information of one or more Applicants.

The City reserves the right to negotiate with the next most qualified finalist if the successful Applicant does not execute a contract within fifteen (15) business days after submission of a contract to such offer. The City reserves the right to negotiate all elements that comprise the selected proposal.

The City reserves the right, after opening the proposals or at any other point during the selection process, to reject any or all proposals, modify or postpone the proposed project, evaluate any alternatives offered, or accept the proposal that, in the APAC and City's sole judgment, is in its best interest.

The City reserves the right to terminate the contract if the selected party fails to perform the work described herein.

Additionally, factors such as, but not limited to, the following may disqualify a proposal without further consideration:

1. Evidence of collusion among applicants.
2. Any attempt to improperly influence any member of city staff or any elected official of the City of Akron.
3. An applicant's default under any type of agreement, which resulted in the termination of that agreement; and
4. Existence of any unresolved litigation between the applicant and the city.

SUBMISSIONS

Proposals are due no later than 1:00 P.M. on Friday, April 12, 2024. Submit online at Publicart@akronohio.gov or deliver to City of Akron, 166 S. High Street, Suite 200, Akron, OH 44308 attention - Summer Hall. Any proposal received after the deadline will not be considered.

INQUIRIES

Should you have any questions and inquiries regarding this request for proposal, please contact Summer Hall, at publicart@akronohio.gov or call 330-375-2376