



**TOWN OF SOUTH KINGSTOWN 300th ANNIVERSARY
PUBLIC ART INSTALLATION SPECIFICATIONS
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ NO. XXXXX**

PROPOSALS DUE BY: OCTOBER 28, 2022

RFQ SCHEDULE

Non-mandatory Informational Project meeting **SEPTEMBER 27, 2022** at Town of South Kingstown Town Hall Council Chambers at 3:00 PM. The Town will explain the project and process at this meeting.

Site tour (recommended but not required): **SEPTEMBER 30, 2022 AT 11:30AM**. The Town and interested parties will tour the proposed art installation site. The group will meet on the Village Green at the playground. Parking is located at the Neighborhood Guild, 325 Columbia Street, Peace Dale, RI.

Questions on the RFQ must be submitted by **OCTOBER 7, 2022 AT 4PM**. This is the deadline to formally ask questions regarding the RFQ submission.

Requests for information or clarification must be made in writing to the attention of: Ms. Julie Mason, Procurement Administrator at jmason@southkingstownri.com

Qualification submission due by **OCTOBER 28, 2022 AT 4 PM**. This is the date by which the Town needs to receive your RFQ submission to be considered further.

Late submittals will not be considered.

Submissions to the RFQ must be mailed or hand-delivered in a sealed envelope with the RFQ # and project name to:

South Kingstown Town Hall
Attn: Julie Mason, Procurement Administrator
180 High Street
South Kingstown, RI 02879

Notification of Finalists by the Town: **NOVEMBER 14, 2022**

ADDITIONAL INSTRUCTIONS & NOTIFICATIONS

This Open Call RFQ is open to all artists over the age of eighteen (18). All questions and/or requests for additional information shall be submitted in writing and may not be submitted orally. Requests for information and clarification may be submitted to Ms. Julie Mason, Procurement Administrator, at jmason@southkingstownri.com no later than **OCTOBER 7, 2022 at 4PM**.

Any amendment to this RFQ will be made public and posted on the Town of South Kingstown website at: <https://www.bidnetdirect.com/rhode-island/southkingstown>

All costs associated with developing or submitting the initial qualification package in response to this Request, or to provide written clarification of its content, shall be borne by the artist/bidder. The Town assumes no responsibility for these costs.

It is the artist's responsibility to examine all specifications and conditions outlined in this RFQ thoroughly and comply fully with specifications and all terms and conditions. Artists must comply with all Federal, State, and Town laws, ordinances, and regulations, and meet any and all registration requirements where required and as set forth by the State of Rhode Island. Failure to make a complete submission as described herein may result in a rejection of the proposal.

A submittal may be withdrawn by written request by the artist prior to the stated submission deadline. Prior to the proposal deadline established for this RFQ, changes may be made to a proposal already received by the Town if that artist makes a request to the Procurement Specialist, in writing, to do so. No changes to an artist's submission shall be made following the deadline for submission.

Artists are advised that all materials submitted to the Town for consideration in response to this RFQ shall be considered to be public records as defined in Town Code of Ordinances and Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request once an award has been made.

The artist(s) selected will be required to enter into a Public Artwork Agreement with the Town which outlines the responsibilities and expectations of both parties.

The Town of South Kingstown reserves the right to not move forward with the Public Art Project Scope of Work and/or rebid this RFQ if it deems that received bids are not adequate and/or qualified or if adequate funding is not provided.

PROJECT OVERVIEW

The mission statement of the 300th Anniversary Steering Committee is as follows:

The South Kingstown Town Council established the 300th Anniversary Steering Committee to organize and plan the celebration of the town's 300th (1723-2023) anniversary milestone. The committee - represented by residents, businesses, students, and cultural, educational, faith-based, civic, and nonprofit organizations will meet monthly, and as needed, beginning in the Fall 2021 through late the Fall 2023 to plan and implement multiple commemorative year-long programs, projects, and events. Through a year-long array of diverse programs the committee will highlight the town's rich past and treasures, celebrate the achievements of its people, and create a legacy of memorable, philanthropic, and creative opportunities for its residents and visitors alike. At the end of the anniversary celebration there will be a greater understanding and appreciation of what makes South Kingstown truly special.

The Town of South Kingstown was incorporated in 1723. Over the last 300 years, our town has become a charming place to reside and a tourist destination. In addition to several unique villages, the predominant landscapes include Atlantic beaches, sheltered inlets, forested areas, stone walls, and agricultural land. Our agrarian heritage has its roots in the early settlements of Narragansett Indians, who first cleared and cultivated the land. Originally an agricultural college founded in 1892, The University of Rhode Island plays a significant role in the economic and cultural life of the town. The historic architecture of structures and buildings lends to the ambiance of the villages. South Kingstown is known for embracing the arts, a cornerstone of its culture, with three live performance theaters and five galleries within its 57.1 square miles of land. The Weaver, a magnificent bronze sculpture by Daniel Chester French, best known as the creator of the Lincoln Memorial, is located on the grounds of the South Kingstown Public Library in the village of Peace Dale. Across the street is the Village Green, a park with grassy areas, trees, and bushes featuring recreation installations, including art shows, concerts, other recreational facilities, and another venue for the arts. A hot spot for the arts, South Kingstown, provides enjoyment for its residents and brings many visitors to the area.

A significant component of the Town's tricentennial is the commissioning of public artwork at one or more highly visible locations in South Kingstown ("Town"). The Town is seeking qualifications from visual artists for the creation and installation of an art installation s in South Kingstown. The location will be in a designated area as denoted in the Proposed Art Installation Areas. The approximate budget for the total artwork that is selected including transportation and installation is up to \$132,500 (\$130,000 for artwork, all costs including permits and site work, installed. An additional \$2,500 is held in reserve for the artist stipends for prospective artists for Phase II of our selection process). Delivery and installation of the artwork including all associated costs is the responsibility of the artist and is expected for an unveiling. For each artwork the budget is all-inclusive; it includes all artist fees, materials, fabrication, insurance, permits, installation, support or bases, and all other costs related to the design and production of the artwork. The proposed artwork must be durable, tamper resistant, and be fabricated of materials that are conducive to the regional climate and will last for several years.

The committee is seeking artwork that will encompass those attributes and the town’s guiding principles of:

Social Resilience

South Kingstown is committed to improving quality of life, increasing opportunities for success, and preserving the aspects (from historic preservation to future plans) of the whole community.

Sustainability

Future vision concentrates on long-term impacts and viability of our natural resources including climate change effects, sea-level rise, and air quality.

Village-Centered Development

South Kingstown is focused on walkable communities, protection of rural areas, access to goods and services, more mixed-use, better transit connections, and infill development.

Healthy Communities

South Kingstown recognizes that the built environment is critical to good public health outcomes, from offering opportunities for active living to ensuring access to good quality local produce.

Proposed Art Installation Area

Village Green, Columbia Street/Kingstown Road

Description of Site: The South Kingstown Park & Recreation Department upgraded the playground at the Village Green in Peace Dale which includes a small turret at the center of a walkway at the playground that currently contains ornamental grasses. This turret was intended to feature a future piece of artwork. The working group has determined that this turret space is in a highly visible area that ties together the Peace Dale Library, the Neighborhood Guild, and the Village Green. The Village Green space includes a playground, tennis courts, public lawn for outdoor performances, public gatherings, displays.

Proposed Installation: Sculpture. Considering the location of the playground, the artwork must anticipate being in proximity with the public (youth in particular) and must not have sharp or protruding edges and should be stable enough to sustain touching, tugging, or climbing attempts. The working budget for this sculpture is \$130,000.



RFQ PROCESS

There are Two Phases to the artist selection process

Phase I of the selection process is the artists response to this RFQ. Submission of artist's qualifications package must be received by **OCTOBER 28, 2022**. All submitted responses to this RFQ will be reviewed by a Public Art Selection Panel ("Selection Panel") comprised of approximately 7 voting members. The panel shall include local artists or art professionals, architects/landscape architects or engineers, Town staff, and other community members. The panel shall review all accepted submissions and recommend up to five (5) finalists to be invited to **Phase II**, with final approval by the Town.

Phase II will be open, by invitation only, to the five artists selected as finalists from **Phase I**. In **Phase II**, the selected finalists will be invited in writing to develop a Concept Design for the project. **Finalists will be paid an artist stipend of \$500** to develop and present a concept design proposal for public art to be installed in the Improvement Project area. Design proposals must include (but are not limited to):

- **Physical representation of their proposed artwork to scale (a 2-D rendering or 3-D model),**
- **Written project description**
Drawings, sketches, renderings, and/or other graphics that depict the proposed project in context of the project site. Provide a high-resolution color image and a scaled site rendering that can be printed 24"x36". Work must be site-specific and consider bicycle and pedestrian traffic, public interaction, events, weather, and safety.
- **Description of materials and fabrication techniques**
Installation plan including anticipated technical needs, including site preparation and infrastructure needs; Maintenance needs and schedule for minimum period of 10 years; aspects of resistance to graffiti (washable) and/or vandalism (durable and repairable)
- **Expectations regarding site preparation and infrastructure needs**
- **Maintenance plan**
- **Detailed budget**
Description of material and labor resources required to install the artwork.
- **Timeline**
Description of the overall schedule to complete the design, fabrication, and installation of artwork

The \$500 artist stipend will be paid once the concept design presentation to the Selection Panel has been made. The concept design and other items submitted in the proposal will remain the property of the submitting artist; however, the Town reserves the right to retain proposals for up to one year for display purposes and the right to reproduce final proposals for documentation and public information purposes. Finalists will present their concept design to the Selection Panel, who will review the artists' submissions and make a final recommendation of an artist or multiple artists for award of the project based upon the submitted Concept Design Proposal. The final design concept proposal shall be reviewed by Town Staff for technical evaluation. Final approval of the recommended artist(s) for award of the project shall be granted by Town. Council resolution.

PHASE I – SCOPE OF SERVICES: SUBMISSION OF QUALIFICATIONS PACKAGE

Qualification Package must include:

- Name and contact information of artist(s) or business/studio owner(s)
- Names and contact information for three professional references
- Artist Statement to introduce the Art Selection Panel to who you are as an artist and some of the themes and ideas you explore in your artwork. Describe your interest in this project and your artistic approach. (1000 words max)
- Resume or CV (3 pages max per artist)
- Portfolio of past work: Up to 5 samples of prior completed public or private works of 3-D art that are comparable in scope. The following for each work sample submitted:
 - o High resolution images (JPG file or printed in color)
 - o Artwork title
 - o Brief description (100 words or less)
 - o Materials and dimensions
 - o Total project budget/cost
 - o Completion date

Qualification Package from all interested parties shall be submitted to South Kingstown Town Hall, 180 High Street, Wakefield RI 02879, Attn: Julie Mason, Procurement Administrator, no later than **OCTOBER 28, 2022**. Proposals will be opened at this time in Town Hall, South Kingstown, RI.

Please submit both one printed hard copy AND one electronic copy (PDF, Word, JPG, or similar file) on a USB flash drive. Submissions must be mailed or hand-delivered in a sealed envelope with the RFQ # and project name. Artists may choose to provide their artwork attachments digitally via the cloud.

All costs associated with developing or submitting the initial qualification package in response to this RFQ, or to provide written clarification of its content, shall be borne by the bidder. The Town assumes no responsibility for these costs.

EVALUATION CRITERIA FOR PHASE I

Qualification packages received by the deadline and deemed to be complete shall be reviewed by the Selection Panel using the following evaluation criteria:

- Artistic merit
- Uniqueness and creativity of prior work completed
- Technical expertise
- Demonstrated ability to deliver high-quality public artwork within a scheduled time period
- Demonstrated ability to deliver high-quality public artwork within a budget
- Quality of references
- Understanding of best practices for public art durability, fabrication, and installation

PHASE II - SCOPE OF SERVICES: REFINEMENT OF ART CONCEPT, PRESENTATION

The five artists selected as finalists from **Phase I** RFQ will be expected to conduct:

Assessment of Existing Conditions

Conduct field visit to gain a thorough understanding of the site to develop a site- specific design concept for a public art installation. The Town's various village studies and open spaces (<https://www.southkingstownri.com/289/Plans-and-Reports>) indicates potential locations for artwork but can be adjusted or changed depending on artists' input and Town's approval.

Concept Design Proposal

Drawings, sketches, renderings, and/or other graphics that depict the proposed project in context of the project site.

Public Art Concept Design Presentation

Present design concept of proposed artwork to the Selection Panel. Provide context of how the artwork will be integrated into the project site and how it will interact with or in public space. As stated previously, artists chosen to participate in Phase 2 presentations will receive a stipend of \$500 for their efforts.

The final artist selected from **Phase II** for award of the project will be expected to produce the following:

Deliverables

- High-resolution (JPG or similar file) color image of concept design sketch/drawing and a scaled site rendering of final project design.
- Fabrication and installation of site-specific 3-D public artwork(s), including its transportation to the site; fabrication and/or installation may be outsourced but is artist's responsibility.
- Maintenance manual, schedule and expected cost to maintain the artwork for a minimum of 10 years.
- Photos of the artwork during each major stage of its development for documentation and reporting purposes.

EVALUATION CRITERIA FOR PHASE II

The detailed art packages will be reviewed by the Selection Panel using the following evaluation criteria:

- Artistic merit
- Uniqueness and creativity of prior work completed
- Technical expertise
- Demonstrated ability to deliver high-quality public artwork within a scheduled time period
- Demonstrated ability to deliver high-quality public artwork within a budget
- Understanding of best practices for public art durability, fabrication, and installation

TIMELINE

August 22, 2022	RFQ released
September 27, 2022	Non-mandatory Project Informational Meeting
September 30, 2022	Site tour of proposed art installation project areas
October 7, 2022	Deadline for requests for information
October 28, 2022	Request for Qualifications (RFQ) submission deadline for Phase I
November 14, 2022	Notification of Finalists from Phase I pool to advance to Phase II
January 3, 2023	Concept Design Proposals Due for Phase II
January 9-13, 2023	Presentations to Committee
January 18, 2023	Notification of Award to Artist(s) for Phase II
January 25, 2023	Agreement Signed
September 8, 2023	Completed Artwork Installed

TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced project components. All the above-mentioned services must be completed by September 8, 2023.

INSURANCE REQUIREMENTS

The selected artist shall provide: a) general liability coverage of \$1,000,000 and workers compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of an agreement with the Town, or b) provide waivers of liability for all those participating in the project.

GENERAL CONDITIONS

The Town reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the Town.

All Federal, State and Town regulations will be conformed to in the performance of the scope of work specified in this RFQ.

The Town reserves the right to accept all or part of any proposal.

Provide all necessary personnel, materials, equipment, and facilities to perform and complete all work under this proposal.

The Town intends to have a decision made for the requested services within ten (10) days of the proposal deadline.

CONTACTS

Any questions of a technical nature, procedure, and/or process for submission regarding this RFQ must be made in writing no later than October 7, 2022 AT 4PM to Ms. Julie Mason, Procurement Administrator, at jmason@southkingstownri.com.

Neighborhood Guild
325 Columbia Street
Peace Dale RI

