

REQUEST FOR PROPOSAL
Proposal Number P899
Art in Public Places Program
Old Town Oak Street Plaza Project

The City of Fort Collins is seeking proposals to commission an artist to work with the Oak Street Plaza Project design team to create a welcoming environment for the plaza.

Written proposals, one (1) will be received at the City of Fort Collins' Purchasing Division, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524. Proposals will be received before 5:00pm. (our clock), August 29, 2003. Proposal No. P-899. If delivered, they are to be sent to 215 North Mason Street, 2nd Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

Questions concerning the scope of the project should be directed to Project Manager Ellen Martin or Ilsebeth Kaufman (970) 221-6735.

Questions regarding proposals submittal or process should be directed to Jim O'Neill II, CPPO, FNIGP at (970) 221-6775.

A copy of the Proposal may be obtained as follows:

1. Call the Purchasing Fax-line, 970-416-2033 and follow the verbal instruction to request document #30899.
2. Download the Proposal/Bid from the Purchasing Webpage, www.fcgov.com/purchasing.
3. Come by Purchasing at 215 North Mason St., 2nd floor, Fort Collins, and request a copy of the Bid.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature of this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

The City of Fort Collins reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,



James B. O'Neill II, CPPO, FNIGP
Director of Purchasing & Risk Management

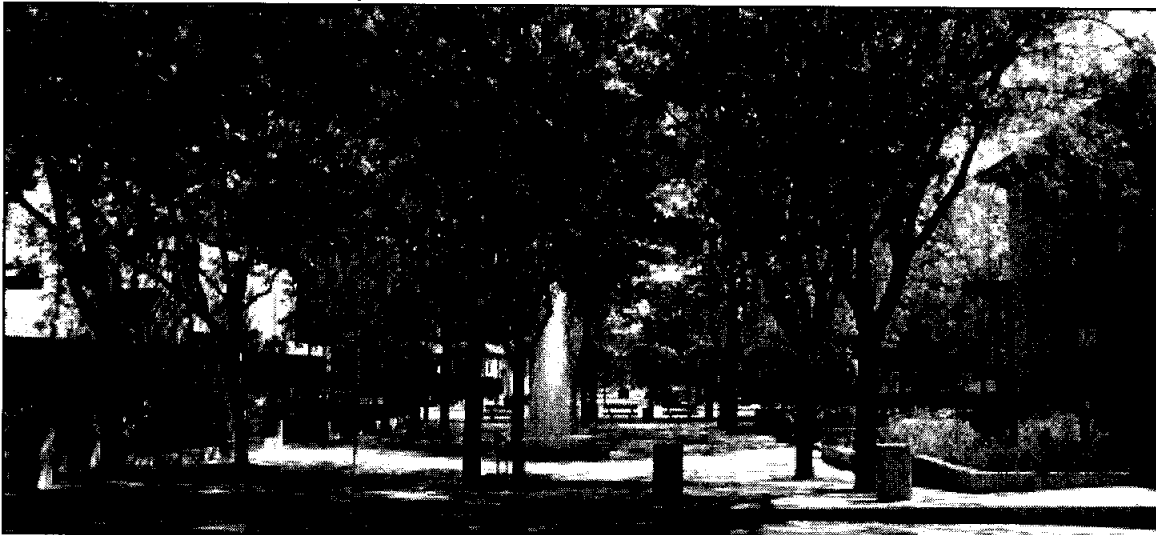
for

ACTING

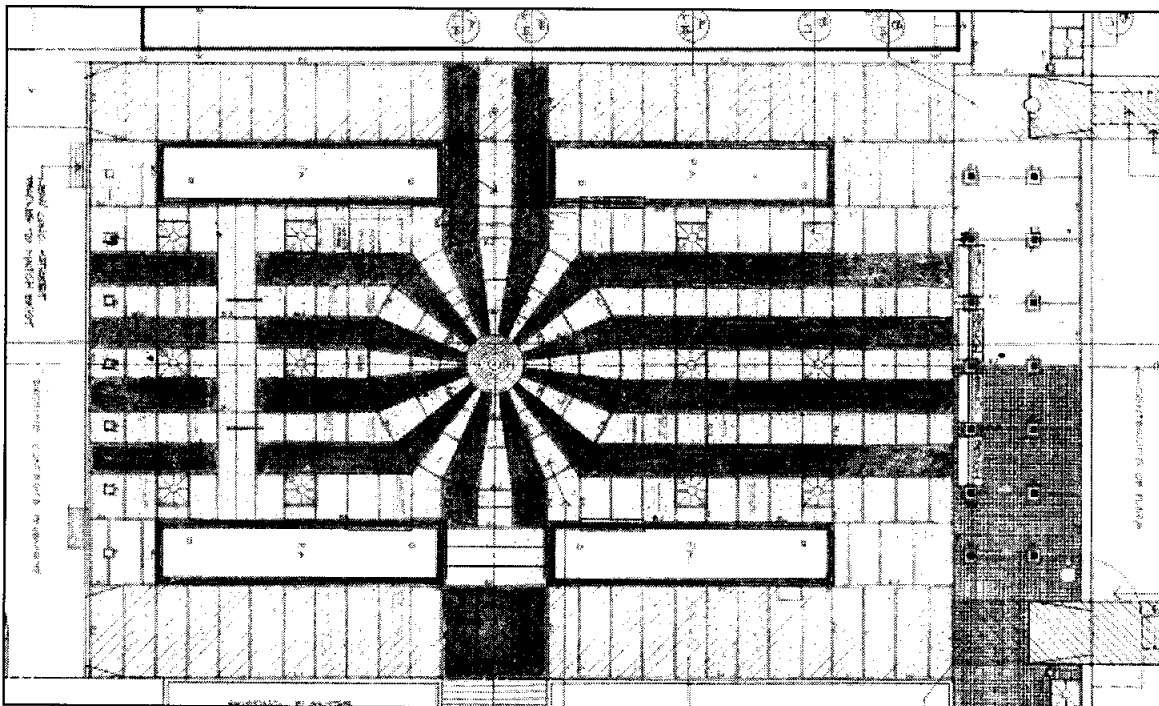
CITY OF FORT COLLINS
ART IN PUBLIC PLACES PROGRAM

OLD TOWN OAK STREET PLAZA PROJECT

REQUEST FOR PROPOSAL # P - 899



Existing Plaza, Summer 2002



Existing Conditions Plan, Constructed in 1970's

Proposal Date: August 29, 5:00 p.m. (our clock)
Estimated Budget: \$5,000 Design/\$60,000 Commission

OAK STREET PLAZA PROJECT

The City of Fort Collins Art in Public Places Program seeks to commission an artist to work with the Oak Street Plaza Project design team to create a welcoming environment for the plaza.

BACKGROUND

The City of Fort Collins is combining projects to renovate the Oak St. Plaza located in Old Town Fort Collins. The APP Board, along with Park Planning & Development, and the neighboring downtown community, will work together to create a welcoming place for the community to enjoy.

PROJECT

The APP Selection Committee is seeking to commission an artist to become a member of the Oak Street Plaza Project Design Team. As a collaborative member of the team, the artist will work with the team to develop the overall design of the plaza and a concept for the artwork: including, materials for the artwork, and how it could be integrated into the plaza. Elements may include paving or decorated concrete, seating, lighting, a performance area, and a water element. Upon approval, the artist will then follow through with the fabrication and installation of the artwork. In the design phase, the artist will be required to attend design team meetings, up to three community meetings/open houses and up to four site visits.

Safety & Durability – the work is intended to be a permanent addition to the Oak Street Plaza. Design and installation should be low maintenance and must consider that the work will be situated in a public location and subject to the potential for vandalism.

Site - (see attached map) The proposed site for the artwork centers on the area between Mason Street and College Avenue at Oak Street in Old Town Fort Collins.

Timeline - Submission Deadline: Friday, August 29, 2003

Final Selection: September 2003

Installation: To be determined (2004)

Postmark by this date or hand-deliver by 5 p.m. to the Purchasing Office. Any applications not received or postmarked by this date will be returned unopened.)

ELIGIBILITY

Open to all artists.

MEDIA

All media will be considered.

BUDGET

The artist selected for this project will receive up to \$5,000 (an hourly fee) to participate in the overall design of the plaza. Upon approval of a final design, the artist will be commissioned to create artwork for the site. The total contract amount is for all applicable expenses, which include travel, execution, transportation and installation of all artwork selected as well as a project plaque. The estimated budget for the commission is \$60,000.

SELECTION PROCESS

A Selection Committee may consist of Downtown Development Authority, Park Planning and Development Staff, Utility Department Staff, the Art in Public Places Board, and a City Purchasing Department representative. The committee will review applications and make a final recommendation. The City of Fort Collins City Council gives final approval. The selection committee reserves the right to reject any or all entries at any time in the review and selection process.

An artist will be chosen for the design, during an initial review process (see Application Materials section.) The artist will work with the APP program and the Oak Street Plaza Project Design Team to develop a detailed design for the plaza. Upon final approval from the APP Board and Fort Collins City Council, the artist may be awarded the contract for an estimated budget of \$60,000 for this project including proposal, budget and timeline for the artwork as well as travel, execution, transportation, installation and plaque.

CONTRACT/MATERIAL

Upon selection and final approval, the artist must complete a contract with the City of Fort Collins. All finished work shall be faithful to the drawings, design, concept and budget as approved by the selection panel. Progress reports and payments will be made as contracted, with final payment to be made upon installation and acceptance by the City of Fort Collins.

APPLICATION MATERIALS TO BE SUBMITTED

Please submit one (1) copy of the following materials:

1. Current resume outlining your professional accomplishments as an artist.
2. Slide inventory listing title, medium, dimensions, location, date, budget and description.
3. Two references for public art projects.

In addition to the above materials please also submit:

1. No more than eight labeled slides (total) of previously completed projects.
2. A self-addressed stamped mailer. (Please include enough postage to return your slides.)

**Do not include a written proposal, graphic rendering, or illustration with this application.
Entries that do not submit all of the required items will not be reviewed.**

SELECTION CRITERIA

Artists will be selected based on artistic excellence and technical competence of previous work as illustrated in an accurate presentation of the work through media such as slides and the artists' suitability to the project.

Applications should be *mailed* to:

OAK STREET PLAZA PROJECT
City of Fort Collins, Purchasing Division
P.O. Box 580
Fort Collins, CO 80522

Applications should be *hand-delivered* to:

OAK STREET PLAZA PROJECT
City of Fort Collins, Purchasing Division
215 N. Mason Street
Fort Collins, CO 80524

City Line: (970) 416-2489, x5552
(970) 221-6775 - Purchasing Department
(970) 221-6735 - Ellen Martin or Ilsbeth Kaufman, Art in Public Places Program

NOTICE

All proposals submitted must meet all applicable City codes and Charter requirements. The City of Fort Collins reserves the right to reject all proposals and to waive irregularities or informalities. Artists are not to contact the project community/neighborhoods for an APP project unless arranged through Ellen Martin, APP Coordinator for the City.