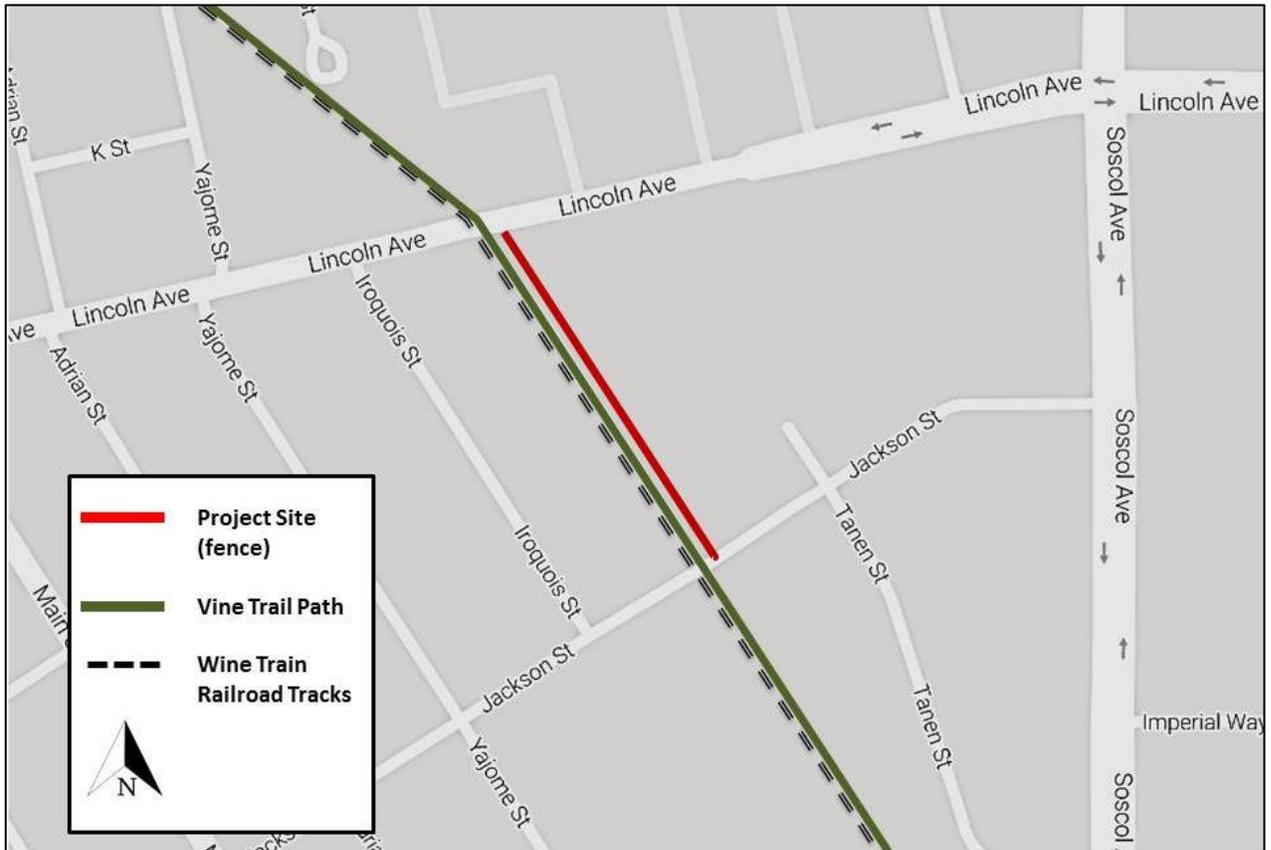




Corporation Yard Public Art Fence Project

Located along the Vine Trail between Lincoln Avenue and Jackson Street



Request for Qualifications

Release Date: November 4, 2016

REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT



Table of Contents	Page #
1. General Information	2
2. Eligibility and Minimum Qualifications	2
3. Project Overview	2
4. Project Site Description	3
5. Project Budget	5
6. Project Goals, Considerations, and Restrictions	5
7. Project Schedule	7
8. Selection Process	7
9. Contract Award for Commissioned Artist	9
10. Submittal Materials	9
11. RFQ Administration	10
12. Reservation of Rights	10

*REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT*

GENERAL INFORMATION

The City of Napa is issuing this Request for Qualifications (RFQ) to solicit submittals from professional artists who are experienced and qualified to design, create, and install, high-quality public art to be located on City of Napa property.

ELIGIBILITY AND MINIMUM QUALIFICATIONS

This limited invitation project is open to all professional artists who have demonstrated experience in designing and producing, and/or overseeing the production of, site-responsive public art. Artists may apply as individuals or as a team. However, the lead member of the team must be the primary point of contact, manage the project, and meet the following minimum application requirements:

- Successful track record designing, fabricating and implementing public art (fences, recreational trails, parks, schools, etc.),
- Expertise in identifying and working with materials appropriate for long-term use in an outdoor environment that is subject to varying weather conditions and public access, and
- Proven track record working collaboratively with community members, students, or public agency staff to ensure seamless integration of the public art design, construction, installation, and function as demonstrated in past projects.

PROJECT OVERVIEW

The City of Napa’s Public Art Ordinance establishes a Public Art Fund in which in-lieu fees are collected from development to acquire, place and install art in the public realm. In September 2016, the City identified a new public art project, utilizing the City’s public art funds. Through this RFQ process, the City will select an artist (or artist team) to design, fabricate, and collaborate with the local community to install artwork upon the City’s Corporation Yard fence. This project will be unique in that it will be a site-responsive public art project that encourages a professional artist (or artist team) to utilize members of the community (i.e. young people, seniors, or other groups) to help produce the artwork at the project site. As such, it is important that the artist or artist team be able to coordinate this effort.

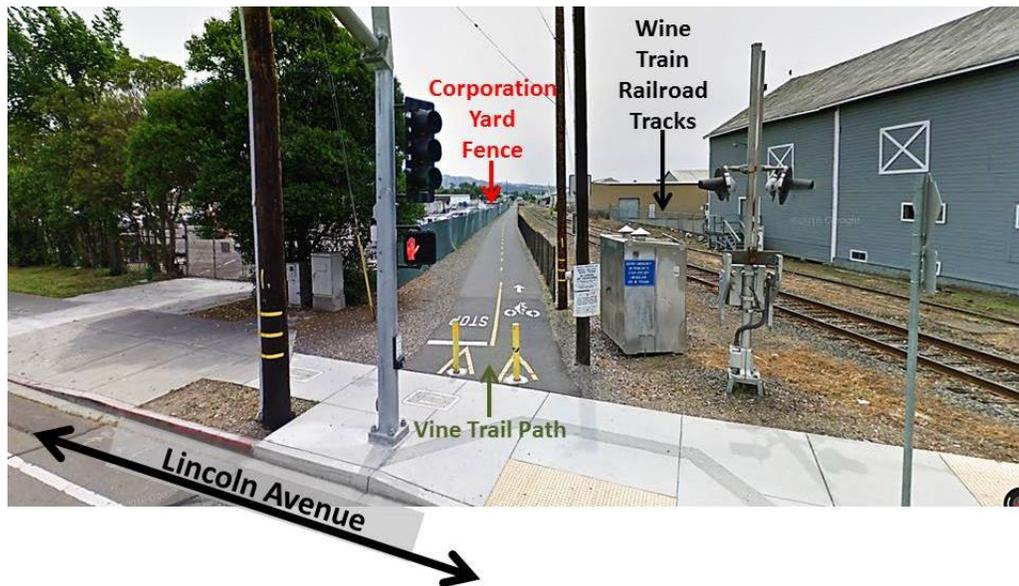
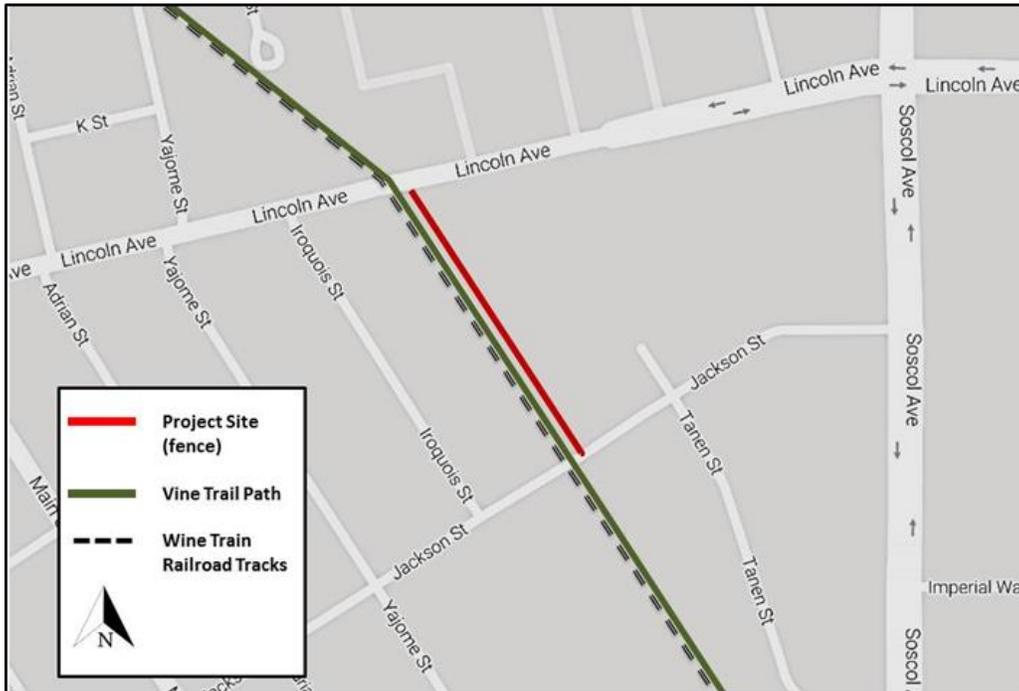


Example photos of a community-based fence-weaving project

REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT

PROJECT SITE DESCRIPTION

The project site is located along a fence that is owned by the City at its Corporation Yard property at 770 Jackson Street. This fence borders the Vine Trail's Cross Commuter Path (and the Wine Train rail corridor). The fence line extends approximately 710 feet between Lincoln Avenue on the north and Jackson Street on the south (see image below).



*REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT*

The City's fence is chain link and utilizes plastic privacy slats for screening purposes. These plastic privacy slats may be utilized as part of the design or the slats may be removed and replaced with a different, but comparable, fence weaving material. The artist, or artist team, is encouraged to use specifically engineered and designed fence slats to create a design for this project. These fence slats are available in custom printed designs, or in solid colors. Alternatively, an artist may create panels that are permanently and securely affixed to the chain link fence, as long as the integrity of the existing fence is not compromised and screening is maintained. Artists may also propose other materials or approaches to this project so long as the material is durable, has a similar life-span, and can be easily maintained given the project budget.



The City's Corporation Yard Fence with existing privacy slats.



The City's Corporation Yard Fence looking north from Jackson Street.

PROJECT BUDGET

The budget for this project is up to \$40,000 total. This amount includes, but is not limited to all administrative and design costs, fabrication, delivery, coordination and installation of the public art. While the fence is over 700 feet long, the City does not require the entire length of the fence be included. Proposals will be evaluated on both the amount of coverage on the fence (and length) as well as the quality of the artwork proposed.

PROJECT GOALS, CONSIDERATIONS, AND RESTRICTIONS

Project Goals. The goals of this project are to create high-quality public art that:

- Covers a significant portion of the fence line,
- Softens and humanizes the rail corridor's urban environment in order to help create more attractive public space,
- Provides artists an opportunity to contribute to neighborhood revitalization,
- Deters tagging and vandalism, is family-friendly, and
- Engages and educates the public on the power of public art by involving them in this public art experience.

General Design Guidelines for Art at this Location. As part of their proposal, the artist(s) should:

- Respond to the surrounding environment (i.e. consider the existing fence's height and function as part of the design proposal),
- Consider the uses and users of the site including, but not limited to, the walking/biking trail users, and passengers on the Wine Train, drivers along Lincoln Avenue and Jefferson Street,
- Avoid designing art that can create a physical conflict between the art and 1) the City's existing fence and property, 2) the Vine Trail pathway, 3) the Wine Train's railroad tracks, and 4) use of and operation of the City's Corporation Yard. This includes, but is not limited to, potential vandalism, graffiti, littering, damage to the existing fence, as well as any possible public safety issues that could arise from the installation of the art.

Materials, Installation, and Maintenance. The public art shall be constructed with durable materials and be permanently and securely installed for a long-term exhibition. As such, the art shall:

- Be weatherproof and structurally sound,
- Require minimal maintenance,
- Resist fading and/or degradation over time,
- Be as tamper-proof as possible (resistant to graffiti), and
- Be safe for access by the general public.

*REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT*

Special Considerations. Special considerations for the site and the artwork include:

- The artist, or artist team, is encouraged to use specifically engineered and designed fence slats, or fence screening materials, that are available in custom printed designs, or colors.
- Panels may be affixed to the fencing provided it will not damage the existing chain link fence, and
- While the fence is over 700 feet long, the City does not require the entire length of the fence be included, but encourages as much of the fence length as possible.

Restrictions. Restrictions for the art design include:

- Screening the City's Corporation Yard at all times (except during the art installation), and
- Ensuring the art does not compromise the structure of the City's fence.



Example photos of various chain link fence art

REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT

PROJECT SCHEDULE

The following schedule is estimated only and subject to revision.

November 4, 2016	RFQ is issued
December 6, 2016	RFQ is due
December 20, 2016	Selection Committee identifies artists who are selected for interviews/presentations
January 11, 2017	Artist interviews/presentations
January 17, 2017	Selection Committee identifies and notifies Selected Artist
January 24, 2017	Selected Artist executes contract and begins work on art proposal
Feb 28, 2017	Selected Artist delivers design proposal to Selection Committee
March 21, 2017	Selected Artist submits any necessary design proposal revisions
March 28, 2017	Artwork design is approved by Selection Committee
March 29, 2017	Artwork is fabricated
June 30, 2017	Deadline for artwork to be installed

SELECTION PROCESS

Minimum Qualification Review. City staff will review submitted qualifications and present those that meet the minimum qualifications to the project's Selection Committee. The Selection Committee will be comprised of a subcommittee established by the City's Public Art Steering Committee.

Selection Committee Review. From the qualifications, the project's Selection Committee will shortlist three artists based on the minimum qualifications listed under the "ELIGIBILITY AND MINIMUM QUALIFICATIONS" section of this RFQ (see page 3), and the following:

1. Artistic merit of the submitted body of work;
2. Strong conceptual skills with innovative and effective approaches demonstrated in other creative projects;
3. Ability to design artwork that is sensitive to social, environmental, historical, and/or other relevant contexts;
4. Ability to translate artistic concepts into materials that are appropriate for public space, taking into consideration maintenance, safety, and longevity;
5. Past collaboration with City staff and members of the public;
6. Appropriateness of qualifications for the project;
7. Effective communication and organizational skills; and
8. Completeness of the submittal.

*REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT*

Selection Committee Interview. Shortlisted artists will be invited to an interview with the Selection Committee. At this interview, the artist will present their qualifications, participate in Q&A with the Selection Committee, and discuss their approach to this project. Part of this discussion will help enable the Selection Committee to understand what art quantities, scale, and materials the artist considers appropriate and feasible within the project budget. With this insight, the Selection Committee will be better able to identify the “Selected Artist” for the project.

Shortlisted artists may choose to conduct a site visit prior to being shortlisted for interviews, but this is not a requirement. Shortlisted artists within driving distance of Napa should plan on interviewing with the Selection Committee in person.

Selected Artist. After interviews are complete, the Selection Committee will choose a Selected Artist to recommend to the City’s Community Development Director for the project.

Contract Execution. The Selected Artist will then execute a professional services agreement with the City. After the contract has been executed, the artist will be given 30 days to develop and complete an “Initial Design Proposal” to be presented to the Selection Committee.

Selected Artist Proposal. Initial design proposals will be submitted to the Selection Committee from the artist as a PDF document that includes:

- 1) A narrative description of the artwork including underlying concept(s),
- 2) Specific site for the artwork,
- 3) Proposed media,
- 4) General fabrication methods,
- 5) An estimated timeline for fabrication and installation,
- 6) Budget breakdown, and
- 7) General maintenance plan/requirements.

Proposals should also include up to five color images, which may be scanned drawings, CAD renderings, photographs, or any other type that clearly relays the proposed design(s). Among the five images, at least one should show the proposed art (to scale), with dimensions indicated. Images should also include at least one rendering that illustrates the proposed art in its final site, approximate to scale.

The Selection Committee may determine that the proposed design needs further development or changes before the recommended artist proceeds with the final design. If there are revisions, the Selected Artist will have approximately 14 days to implement the changes before receiving the final review and approval from the Committee.

CONTRACT AWARD FOR COMMISSIONED ARTIST

The Selected Artist will be required to enter into an agreement with the City of Napa prior to commencing the work. The terms of agreement generally include, but are not limited to:

- Obtaining a City of Napa Business License,
- Procuring and maintaining General and Automobile liability insurance, each in the amount of \$1 million,
- Verifying Workers Compensation coverage for all employees as required by California State Law,
- Providing the appropriate additional insured endorsements to the City, and
- Abiding by any indemnification requirements established by the City.

SUBMITTAL MATERIALS

1. A letter of interest and approach (2 page maximum) that addresses:

- a) Your full contact information including address, phone number and email address,
- b) Your interest in this particular project,
- c) Why your work is appropriate for this particular project,
- d) How you plan to approach this project,
- e) What aspects of the site (i.e. physical, programmatic, historical, cultural, environmental, or others) are the most likely to influence your design,
- f) What possible media would you consider,
- g) What the most challenging aspects of this project will be for you,
- h) Your experience working with members of a community to create or install public art, and
- i) How you define a successful project.

2. A maximum of 15 images depicting completed public art that are most similar to what would be required for this project. Please include at least three projects with a similar budget.

Image format: Jpegs, approximately 1920 x 1920 pixels, 72 dpi
Image file name: Artist Last Name_PictureNumber_ArtworkTitle.jpg

3. An annotated image list: Title, Date, Medium, Dimensions, Location, Sponsoring Agency, and Budget.

4. Resume

5. Three relevant professional references including name, phone number, and email address.

*REQUEST FOR QUALIFICATIONS
for the NAPA CITY CORPORATION YARD PUBLIC ART FENCE PROJECT*

RFQ ADMINISTRATION

Should you have questions about this project, please email your questions to City of Napa staff at the email address highlighted below. All correspondence is considered public record and all emails are archived by the City of Napa.

To ensure successful file transmittal, please convert all submission documents to Adobe Acrobat PDF format and email them [via the free cloud service, HighTail](#) (or free cloud service of your choice) to:

Shari Cooper, Development Project Coordinator
City of Napa – Community Development Department
1600 First Street, Napa, CA 94559
Email: scooper@cityofnapa.org

All applications must receive an electronic time stamp by 5 p.m. on Tuesday, December 6, 2016. Artists who submit incomplete submissions will not be considered. All artists who submit completed materials will receive an electronic confirmation of their submission. If you do not receive confirmation within two business days, please call (707) 258-7857.

RESERVATION OF RIGHTS

1. The City reserves the right to award any contract arising out of this RFQ in any manner deemed in the best interest of the City.
2. The City reserves the right to request additional information from any respondent.
3. The City reserves the right to waive the presentation and interview process and evaluate submissions received based solely on the quality of submissions.
4. The City reserves the right not to consider any submission which it determines to be unresponsive, or deficient, in any of the information requested within RFQ.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFQ, a portion of the scope, or a revised scope.
6. The City reserves the right to select one or more respondents to perform services.
7. The City reserves the right to retain all submissions and the artist's submission indicates acceptance by the respondent of the conditions contained in this RFQ, unless clearly and specifically noted in the submission.
8. The City reserves the right to publicly display the artists' submission in order to solicit comment.