

REQUEST FOR PROPOSAL
FOR PUBLIC SCULPTURE ARTWORK
Friends of the Sun Prairie Public Library
1350 Linnerud Drive
Sun Prairie, WI 53590

June 2, 2015

Introduction

The Friends of the Sun Prairie Public Library are accepting proposals for a sculpture to be installed on the library grounds, located at 1350 Linnerud Drive, Sun Prairie, WI.

General Information

Sculpture Specifications

- The sculpture is to be installed on the library grounds. The final site of the artwork must be approved by the City of Sun Prairie.
- The preferred site is on the southeast corner of the library (image attached). However, the artist can propose another location. A site visit is encouraged but not required to submit a proposal.
- The artwork must be of a durable material such as metal or stone.
- Maximum height of the artwork is 15 feet.
- Artwork installation must include a base with a surface which will be safe for children.
- Children have access to the area and the artwork must be safe for children.
- The Prairie Style architecture of the building must be taken into account when designing the artwork.
- Current library symbols include: Georgia O’Keeffe art – sun flower. Visit: <http://sunlib.org>
- Artist may consider sculpture that is traditional, naturalistic, elemental, contemporary or abstract in design with a strong emphasis on a library’s role in a Midwestern community.
- The total budget for the sculpture, installation, travel, materials and all incidental costs is not to exceed \$40,000.

Submission

- The submission **must** include a multidimensional color image or rendering of the proposed sculpture.
- The submission must include any potential design, construction and installation notes, including materials, palette, scale, required footings, pads, electrical or water service, security and approximate weight when installed.
- Artists must include the environmental sustainability of the sculpture including as a result of human interaction.
- The submission must include a construction/completion timeline.
- The submitting artist must include any engineering review/specifications.
- The target installation completion date is September 1, 2016.
- Submissions by e-mail are to be sent to: spplfriendsculpture@gmail.com

- Submissions my submitted by mail to: Friends Sculpture Project
1350 Linnerud Drive
Sun Prairie, WI 53590

Proposal Review Process

All proposals will be reviewed and graded (see Proposal Worksheet 1) by the Friends of the Public Library Sculpture Committee. The Sculpture Committee will recommend a submission to the Sun Prairie Library Board. The Sun Prairie Library Board will submit the proposal to the City of Sun Prairie Planning Department. The City of Sun Prairie Planning Department will submit a final recommendation to the City of Sun Prairie City Council for final approval.

Artist should anticipate that during this approval process you may be asked to participate in negotiations regarding any aspect of your proposal.

Terms of Agreement

Date of contract signature through September 30, 2016.

Proposal Worksheets

All proposals must be submitted on the enclosed Proposal Worksheets. Failure to provide all information on the worksheets will result in the proposal being rejected. **Completion page 5, and Worksheets 1 & 2 are required.**

Clarification and Questions Regarding the RFP

Questions regarding this RFP must be submitted via e-mail to: splfriendsculpture@gmail.com by **Wednesday August 5, 2015**. Questions submitted after this date will not be answered. Responses to all questions will be provided to all proposers by August 12, 2015.

Cost to Prepare Proposal

All costs incurred to prepare a proposal, including: labor, travel and any other incidental expense are the complete and sole responsibility of the proposer.

Rejection of Proposal

The Friends of the Sun Prairie Public Library reserve the right to reject any and all proposals at its sole discretion.

Conditions

All prices, costs and conditions outlined in the proposal shall remain fixed and valid for 120 days beginning September 2, 2015.

Due Date

All proposals must be received by 4:00 p.m. C.S.T on September 2, 2015. Late proposals will not be accepted.

Contract Terms and Conditions

Scope of Work

The contractor shall be responsible for providing staff, supplies, equipment, materials and supervision necessary to complete installation required by the contract.

Accountability

The Friends of the Sun Prairie Public Library or Designee will be responsible for management of the artwork installation. A contact person will be provided for communication with the contractor. The Contractor must have qualified supervisory personnel to oversee all personnel working on Library property. Contractor supervisory personnel will be responsible for securing the work site upon daily completion of work.

Insurance

The Contractor shall cover at its own expense the following minimum coverage:

Worker’s compensation: statutory limit

General liability: \$1,000,000

The Contractor shall include the Library as an additional insured for the full value of the policy. Proof of such insurance coverage shall be provided to the Friends of the Sun Prairie Public Library within 30 days of the award of the contract. Such insurance coverage shall provide that the insurer of the contractor will not cancel it, except upon 30 days written notice to the Friends of the Sun Prairie Public Library. All insurance premiums shall be paid by the Contractor and shall be without cost to the Friends of the Sun Prairie Public Library.

Supplies and Equipment

The Contractor will provide all supplies, materials and equipment necessary to install the artwork.

Hold Harmless

The Contractor will indemnify and save harmless the Friends of the Sun Prairie Public Library and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Contractor in prosecuting the work under this agreement.

Force Majeure

Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to: acts of nature, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without fault of negligence of the party.

Applicable Laws and Compliance

This contract shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances and

regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

I certify that I am authorized to enter into agreement _____

Contractor Name

and agree to all terms and conditions specified above as it relates to the Friends of the Sun Prairie Public Library sculpture project.

Signature

Date

Address: _____

Telephone: _____

Cell phone: _____

E-mail: _____

Proposal Work Sheet 1

All proposals will be graded based on the following categories:

Category	Points
Artwork theme reflects the images and symbols of the Sun Prairie Public Library, the Prairie Style architecture and images of the Sun Prairie Community	55
Cost	35
Prior experience installing a public sculpture	5
Prior experience installing sculpture for a public library	5

The total cost for design and installation of a sculpture and to meet all conditions and provide all services listed in this RFP.

Proposal: \$ _____

Proposal Work Sheet 2

References

Please provide the name, contact person, address and phone numbers for three (3) professional references or organizations you have worked with.

Name: _____

Contact Person: _____

Phone Number: _____

E-mail: _____

Mailing address: _____

Name: _____

Contact Person: _____

Phone Number: _____

E-mail: _____

Mailing address: _____

Name: _____

Contact Person: _____

Phone Number: _____

E-mail: _____

Mailing address: _____
