



CULTURAL AFFAIRS
PUBLIC ART

PROSPECTUS
City of Norfolk, Virginia Public Art Program
Commission of Art Bike Racks for Harbor Park Baseball Stadium
4563-0-2015/DH, PROPOSALS DUE: 2:00 PM EST, September 4, 2014

The Norfolk Public Art Commission seeks to commission an artist to design and create art bike racks.

LOCATION/CONTEXT: Harbor Park baseball stadium, home of the Norfolk Tides, is located in downtown Norfolk on the Elizabeth River waterfront. Harbor Park was designed by the acclaimed architectural firm HOK Sport Facilities Group and was selected by *Baseball America* as the finest minor league facility in the land in 1995. The stadium design represents a nautical image with shipyard crane-like light towers and a brick exterior.

Harbor Park is the center piece of a multimodal transfer area surrounded by the Amtrak passenger rail station, the *Tide* light rail system, a walking and biking trail, Interstate 264, intercity and regional bus systems, a ferry service and a cruise ship facility. The stadium sits along the Elizabeth River Trail, an urban bike and pedestrian path that provides recreational and educational opportunities as well as an alternate mode of transportation from the Norfolk Naval Base into downtown Norfolk. This site is a vital confluence of commerce, water, city, rail, transportation and government all coming together.

Like many U.S. cities, Norfolk has taken steps to support bicycling as a popular recreation activity as well as an increasingly common mode of transportation. Bicycling provides an easy, convenient and inexpensive way to extend the reach of the *Tide* light rail, buses and ferries. This simple form of transportation is making Norfolk more livable, more human and better connected. The increase of bicycle riders has spurred the need for bike racks – especially at the baseball stadium.

PROJECT DESCRIPTION: The Public Art Planning Committee seeks an artist to design and create memorable artwork that will function as bike racks. The bike racks will show that Harbor Park is bike-friendly and truly a multimodal place. They have the opportunity to represent a simpler, relaxed, sustainable lifestyle and create a place where family memories of biking to the ballpark are made.

SIZE/MEDIA/STYLE: The sculpture bike racks should be fun, playful, functional, big, visible and memorable. There is a need to hold many bikes and the artist may want to incorporate premade bike racks to compliment or attach to artwork. They must be

fabricated in durable, permanent outdoor materials that are safe and easily maintained. All artwork styles will be considered.

PROJECT SITE: The planning committee has identified two key locations; 1) a covered area near the 3rd base entry and 2) a grassy area near the ferry dock on the first base side of the stadium. Site plan and photos are attached.

PROJECT FUNDS: Up to three finalists may be selected to be interviewed by the Public Art Planning Committee via Skype. The finalists are not expected to complete a design at this stage but will be interviewed about past work, creative process and preliminary discussion of the site. The committee reserves the right to select the final artist without a finalist's process.

The total budget for the completed, delivered and installed art bike racks is \$40,000. This will cover artist's honorarium, fabrication, materials, shipping and insurance, travel expenses necessary to complete the project, project plaque, final documentation and any incidental expenses. The artist must hire a Virginia licensed contractor to install the artwork(s). The selected artist will be asked to present a community educational workshop or presentation.

The selected artist must carry a Commercial General Liability Insurance Policy naming the City of Norfolk as an additional insured, and must provide certificates of insurance to that effect guaranteeing thirty (30) days written notice before any changes to the policies become effective. If the artist employs anyone in connection with this work, the artist must carry a workers compensation insurance policy and must carry an automobile liability insurance policy, if appropriate. The artist shall also be responsible for artist's subcontractors, if there be any, meeting the same insurance requirements.

Please note that a city contract will be issued with a design phase requiring review and approval by the Public Art Commission prior to fabrication.

CALENDAR: This calendar is subject to change.

September 4, 2014, 2:00 p.m. local time, submittal due date and time

October 2014, selection announced

Spring 2015, completion of art

SELECTION CRITERIA AND AWARD CONSIDERATIONS: The commission will be awarded based on many factors such as the aesthetic value, creativity and contemporary relevance of the proposed piece. The city will consider the diversity of beliefs and values and general standards of decency of the citizens who fund the commission and purchase of public art for the City of Norfolk. The award will be made to the responsible offeror whose submission is determined in writing to be the most advantageous to the City taking into consideration the evaluation factors set forth in this Request for Proposal.

The following criteria will be used in the proposal evaluation process:

- Artistic merit (excellence, originality, creativity and innovative approaches) as evidenced by submitted materials
- Professional artistic experience to fulfill the requirements of this project either in studio, educational, community, employment and/or art projects and the ability to undertake the design, creation and installation of the artwork
- Appropriateness of materials, style and concepts in relation to this prospectus

PROPOSAL REQUIREMENTS: Ten (10) copies of each package must be submitted. The original proposal must be clearly marked. Only one (1) CD-ROM of your prior work is required with your proposal. Each proposal shall also provide the following information:

1. a letter of interest, not to exceed one page, explaining why you are interested in this project and how you will approach the artwork design and creation.
2. up to 10 images of prior work, submitted as digital images (1 copy) to the following specifications.
DIGITAL IMAGES: Images should be sent on a PC-compatible CD-ROM in JPG format. Each file should be named with vendor surname and image number to correspond with annotated image list. Maximum image size is 1920 pixels on the longest side, less than 1MB. Do not embed images into PowerPoint or submit moving images or audio files.
3. an annotated image list not to exceed two pages, clearly labeled with your full name and a numerical listing for each image, the title of the work, the media, dimensions, project budget and year of completion.
4. a current resume not exceeding two pages.
5. Signed STATEMENT OF UNDERSTANDING.
6. OPTIONAL: a visual representation of 1-4 images of concepts and/or a description of ideas and proposed media may be submitted on an 8.5" x 11" paper or on disc to the specifications listed above. Artists will not be expected to commit to any preliminary ideas but this may help the Planning Committee select an artist.

Staples only, no paper clips or folders. Please do not send any additional materials such as catalogs, maquettes, press articles, etc. They will not be reviewed by the Planning Committee.

QUESTIONS/FOLLOW UP: Questions about this project may be directed to Danny Hawk, Office of the Purchasing Agent, 757-664-4026, Fax 757-664-4018 or danny.hawk@norfolk.gov.

This Request for Proposals is governed in all respects, including but not limited to the award decision, by the Code of the City of Norfolk, 1979, as amended, especially Chapter 33.1, the Procurement Chapter, and its associated regulations. For more information on doing business with the City of Norfolk or to become familiar with the City Code generally, its Procurement Chapter and regulations, or the ethics and non-discrimination sections of the Procurement please go to the city web site at <http://www.norfolk.gov/purchasing>.

The City encourages women and minorities to submit proposals and for non-minority artist to participate with small businesses and women and minorities through partnerships, joint ventures, subcontracts and other contractual opportunities. Please describe any planned use of such businesses in fulfilling this contract.

Before submitting proposals, please review the website <http://www.norfolk.gov/bids.aspx> for possible updates and addendums.

All proposals must be received in an appropriately marked sealed envelope or suitable container to the Office of the Purchasing Agent, 230 East Main Street, Suite 250, Norfolk, VA 23510, at or prior to 2:00 P.M., Local Time, September 4, 2014. On the outside of your proposal please reference RFP 4563-0-2015/DH, Bike Racks

TO ALL OFFERORS: Statement of Understanding

Fill out, sign and submit with your proposal

All information submitted in this proposal is true and artwork represented is accurately attributed.

In the preparation and submission of this proposal, I did not directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement or act any way to conspire to rig bids.

In compliance with the Code of the City of Norfolk, Virginia Section 33.1-9, trade secrets or proprietary information submitted by Offerors in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the contractors must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire bid is proprietary is unacceptable and will not be honored. A statement that costs are to be protected is unacceptable and will be disregarded.

This Request for Proposals is governed in all respects, including but not limited to the award decision, by the Code of the City of Norfolk, 1979, as amended, especially Chapter 33.1, the Procurement Chapter, and its associated regulations. I have read and am familiar with the City Code, its Procurement Chapter and regulations, and the ethics and non-discrimination sections of the Procurement.

Signature _____

Date _____



Covered Area at 3rd base entry



Covered Area at 3rd base entry



Grassy area near ferry dock and 1st base entry



Grassy area near ferry dock and 1st base entry

