

Town of Bel Air, Maryland

TOWN



REQUEST FOR PROPOSAL (RFP) ED-16-01

Phase 1: Armory Garages Mural – 37 Rear North Main Street

April 6, 2016



BEL AIR

Phase 1: Armory Garages Mural – 37 Rear North Main Street**1 INTRODUCTION****1.1 Request for Proposal Objective**

The Town of Bel Air is seeking proposals for a painted mural to be permanently installed at 37 Rear North Main Street at the Armory garages. The purpose of the project is to enhance the public space and provide visual appeal to the façade on the north side of the Armory garages building facing Lee Street. This project is referred to as "Phase 1: Armory Garages Mural", Town of Bel Air Request for Proposal (RFP) No.ED-16-01.

Work to be completed includes a concept sketch, the supply and erection of scaffolding, surface treatment and priming of the existing CMU wall, painting of the mural, and application of anti-graffiti sealer. The Town will supply and erect security fence including any necessary signage. The Contractor shall furnish all materials and labor, equipment, tools and other facilities and services, as required for completion of the project within the specified time frame under the guidance of the Cultural Arts Commission and the Department of Economic Development.

The purpose of the mural is to provide visual appeal to the blank wall on the north side of the Armory Garages to draw pedestrians to the Armory garages. Additionally, it will provide additional public art in the downtown area. The concept for the mural is to create a colorful, inviting piece of public art that highlights Bel Air as a designated Arts and Entertainment District. Creativity concerning style and content is encouraged to enhance the visual landscape.

Issuing Office:

Town of Bel Air Department of Economic Development
37 North Main Street
Bel Air, Maryland 21014
Attn: Angela Robertson
Email: arobertson@belairmd.org
Phone: 410-838-0584

1.2 Request for Conceptual Sketch and Proposal

1.2.1 A pre-proposal meeting and site visit will be held on Tuesday, April 19, 2016, at 3:00 PM in the first floor Armory conference room, 37 N. Main Street (Reckord Armory), Bel Air, Maryland 21014. Attendance is optional, but strongly encouraged.

1.2.2 One (1) original and two (2) copies of the proposal must be received in the Issuing Office no later than 3:00 PM on May 3, 2016. There will be no public opening.

1.2.3 Proposals submitted in response to this RFP are irrevocable for 90 days after the proposal due date.

1.2.4 Winning bidder will be notified by Thursday, May 19, 2016 and contract approval will take place at the Town Board meeting on Monday, June 6, 2016 if required by procurement regulations.

2 GENERAL- INFORMATION FOR OFFERORS

- 2.1 Reservations - The Town reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all offers received, to waive minor technicalities in proposals, and to negotiate with responsible offers in any manner necessary to serve its best interests.
- 2.2 Addenda - Any necessary additions or corrections to this RFP will be made by addenda, and issued by email to all offerors and posted on the Town of Bel Air website. All addenda will become part of the RFP and must be acknowledged by each offeror; failure to acknowledge any addenda shall not relieve offerors of compliance with the terms thereof. The Town assumes no responsibility for oral instructions.
- 2.3 Incurred Expenses - Offerors are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with interviews, oral presentations or other pre-award discussions.
- 2.4 Evidence of Offeror Responsibility - The Town may require offerors to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications. The Town may make such investigation as it deems necessary to determine offeror responsibility.
- 2.5 Award Without Discussions - The Town reserves the right to accept the best proposal without further discussions, and may do so; thus, offeror should ensure that the initial proposal is both complete, and competitively priced.
- 2.6 Contractor Responsibilities; Subcontractors - The Town will enter into a contract with the selected offeror only, and that offeror shall be responsible for all products and services required by the RFP. Subcontractors, if any, must be identified in the proposal, with a complete description of their role relative to the offeror.
- 2.7 Governing Law - The laws of the Town of Bel Air, Harford County and the State of Maryland, and where applicable, federal law and regulation, will govern the contract awarded pursuant to this RFP.
- 2.8 Ownership and Retention of Records - All reports, drawings, and other data prepared under the contract issued pursuant to this RFP shall become the property of Town of Bel Air. Unless otherwise required by applicable statute of limitations, the successful offeror shall retain all records and documents related to any contract awarded pursuant to this RFP for 3 years after final contract payment by the Town, and shall make them available for inspection and audit by authorized representatives of the Town at all reasonable times.
- 2.9 Change of Scope - Town of Bel Air maintains the right to delete or insert tasks in the scope after the award of bid with appropriate negotiated changes in fee.

2.10 Project Manager - Town of Bel Air Department of Economic Development will manage and coordinate this project for the Town of Bel Air. After award of the contract, all correspondence, including invoices for progress payments and fee change requests shall be directed to:

Town of Bel Air Department of Economic Development
37 N. Main Street
Bel Air, Maryland 21014
Attn: Angela Robertson

2.11 Insurance Requirements

2.11.1 Prior to the execution of the contract, the successful offeror must obtain, at its own cost and expense, and keep in full force and effect until termination of the contract, the following insurance, written in companies licensed to do business in the State of Maryland.

- 1. Commercial General Liability: \$1,000,000
 Bodily injury, property damage or medical expenses, per occurrence: \$1,000,000
 Bodily injury, property damage and personal injury claims: \$1,000,000
- 2. Workers Compensation: Statutory limit

2.11.2 The coverages will be evidenced by a certificate of insurance issued directly to the Town by the offeror’s agent, and provide 60 days’ written notice to the Town of cancellation or material change in coverage. A two-year extended reporting provision is required to safeguard against gaps in coverage after policies are terminated. All liability policies shall name Town of Bel Air, Maryland as an additional insured.

3 DESCRIPTION OF REQUIREMENTS

3.1 Scope of Services - This project includes the installation of an approximately 17 feet high by 21 feet wide painted mural on the north side of the structure located a 37 Rear North Main Street, Bel Air, Maryland.

4 GENERAL REQUIREMENTS

4.1 Preliminary Sketch

4.1.1 The selected Contractor shall prepare and present to the Department of Economic Development an exhibit of the Final Concept based on any modifications required by the Selection Committee for review and approval prior to starting work on the mural. The presentation shall include images and a narrative on the proposed concept and its relationship to the Town Property and Downtown Bel Air. Any lettering or words indicated on the concept sketch when fit to scale must not be larger than 32 square feet. Information on materials, colors, and finishes of the proposed artwork will also be required.

4.1.2 The selected Contractor shall provide technical information on the primer, paint and anti-graffiti sealer for the mural including such information as warranties, maintenance, and any

potential problems such as toxicity, oxidation, adherence, or fire hazards. Contractor will answer any and all questions from the Town regarding application of the artwork.

4.1.3 Work will include:

- 4.1.3.1 Prepare representation of the proposed artwork in the form of a rendered drawing(s).
- 4.1.3.2 Install and maintain temporary scaffolding to access the mural wall area.
- 4.1.3.3 Prepare building wall surface by removing the excess mortar to create a smooth working surface. Power washing is recommended.
- 4.1.3.4 Prepare surface with primer paint. Manufacturer material information should be submitted to the Town for review prior to installation.
- 4.1.3.5 Install proposed mural using the materials and image described during the preliminary presentation to the Department of Economic Development.
- 4.1.3.6 Remove all trash and construction debris after each day of work and securing the project site.
- 4.1.3.7 Provide sealer to the finished artwork to resist fading, chipping, cracking and peeling and graffiti.

4.1.4 Timetable (tentative)

Pre-Proposal Meeting and Site Visit	April 19, 2016
Submission Deadline	May 3, 2016
Award of Bid & Comments on Submission	May 19, 2016
Contract Approval	June 6, 2016
Installation Period	June 7, 2016 / July 2016

5 WORKING HOURS

Work may be done any weekday between 7 am and 7 pm and weekends between 9 am and 9 pm during the agreed upon period of installation.

6 INFORMATION PROVIDED

Photos of the current north facing wall of the Armory garages are provided as Appendix 1 attached to this document. Additional information may become available at a later date and be posted as an addendum.

7 SELECTION

7.1.1 A selection committee will recommend to the Town Administrator the responsible offeror whose proposal is determined to be most advantageous to the Town.

7.1.2 The recommendation is subject to approval by the Bel Air Board of Town Commissioners.

7.1.3 The Evaluation criteria to be used to determine the recommended applicant will include the following factors:

- Design 30%
- Applicable Experience 20%
- Quality & Clarity of Proposal 20%
- Cost 30%

8 INFORMATION REQUIRED IN OFFEROR PROPOSAL

8.1 Submittal

8.1.1 Each offeror must submit one (1) original and two (2) copies of its proposal. All submittals should include image(s) of the Concept, recommendations on materials, colors and finishes, description and examples of experience with similar commissions, timeframe required and the price and signature pages of the RFP in 8.5 x 11 inch format. In addition, all proposals should include the artwork images in digital format. The proposal must be accompanied by a brief transmittal letter, signed by an officer authorized to bind the consultant to its proposal, with required general statement attached.

8.1.2 Submit proposal to:

Town of Bel Air Department of Economic Development
37 North Main Street
Bel Air, Maryland 21014
Attn: Angela Robertson
RFP No. ED-16-01 Phase 1: Armory Garages Mural – 37 Rear North Main Street

Phase 1: Armory Garages Mural – 37 Rear North Main Street

Proposal

TO: Town of Bel Air Department of Economic Development
37 North Main Street
Bel Air, Maryland 21014
Attn: Angela Robertson
Proposal No. ED-16-01

FROM: _____

Email _____

Pursuant to your request inviting proposals to be received for “Armory Garages Mural – 37 Rear North Main Street”, having examined the site, the undersigned hereby submits the following price proposal. It is understood that the Town reserves the right to award all or part of this project without claim for damages or lost profit. In addition, the Town reserves the right to delete all or part of the project without compensating the contractor for lost work or profit.

CONTRACTOR: _____

DATE: _____

TOTAL PROPOSAL PRICE \$ _____

General Statement

The undersigned has checked all of the above figures, and understands that Town of Bel Air will not be responsible for any errors or omissions on the part of the undersigned in preparing this Proposal.

In submitting this Proposal, it is understood that Town of Bel Air reserves the right to reject any or all proposals and waive all formalities in connection therewith.

The undersigned declares that the person or persons signing this Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all Proposal's conditions and provisions thereof.

The undersigned accepts the Scope of Work as sufficient in order to complete the project. The Contractor will indicate in writing any specific exceptions by separate attachments.

Name of Company Telephone Number

Representative & Title (Type or Print) Fax Number

Signature of Representative E-mail Address

_____ Date

Company Address

Appendix 1

