

REQUEST FOR PROPOSAL
CRAFTY SEATS

PROPOSAL SUBMISSION DEADLINE:

August 2024

Questions or request for clarification may be submitted in written form to:

ebaker@revere.org

INTRODUCTION

The City of Revere Public Art Commission received a grant to install two (2) Art Installations. The Council is accepting proposals for 2 projects. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “Proposal Submission Deadline.”

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at a public park in Revere.

PROJECT OBJECTIVE

The objective and goal for this project is to introduce art into open space in the City of Revere and offer experiences with art into all areas of urban life by creating two “Crafty Seats.” The seat can be a preconstructed seat (provided by the artist) with artistic enhancements, or a crafty seat constructed in its entirety by the artist.

PROJECT SCOPE AND SPECIFICATIONS

Two awards will be offered – each for \$3,000. Each of the two “crafty seats” will be placed in a public park, with the hope that in future years more artistic seating will be added to each of the public parks in Revere. All people should be able to safely sit in or on the artistic installation.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by the Project Managers.

MILESTONE

RFP Release

Proposals received and reviewed

2 Proposals Awarded

Mid-project work presented

Projects completed

DATE

July, 2024

August 15, 2024

August 30, 2024

November, 2024

January, 2025

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PROPOSAL BIDDING REQUIREMENTS

Design and plan for one (1) Crafty Seat usable in a public park setting. Submit a sketch or rendering including a materials list. All work must be original without any risk of copyright infringement.

PROJECT PROPOSAL EXPECTATIONS

City of Revere shall award the contract to the proposal that best accommodates the various project requirements. The City of Revere Public Art Commission reserves the right to: (i) award any contract prior to the proposed deadline or prior to the receipt of all proposals, (ii) award the contract to no more than two (2) bidders, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by City of Revere no later than August 15, 2024 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's performance history and references prove the ability to timely deliver proposed services.
3. Proposal is within the project budget of \$3,000.

City of Revere reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background.

1. Bidder's Name
2. Bidder's Address/online presence
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was formed
6. Description of Bidder's company in terms of size, range and type of services offered and clientele
7. Bidder's principal officers (e.g. President, Chairman, Vice President, Secretary etc and length of time each officer has performed in their field of expertise.
8. Evidence of legal authority to conduct business in (e.g. business license number)

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9. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
10. W9 for the company
11. Examples of work
12. Three professional references

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form or reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Project Description

- Written Summary of the proposed art installation.
- Sketch of the proposed art installation.
- Timeline and Schedule for the work to be completed.
- Summary of the stability of the concept to be used as seating.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Ownership

- The Crafty Seat, once completed becomes the property of the city of Revere and can be photographed, moved, and maintained as such.