



## **Request for Proposals (RFP)**

### **International-Matex Tank Terminals LLC (IMTT)**

### **\$200,000 Sculpture Commission**

(Three Semi-Finalists Only) Proposals Delivered November 4 1:30 – 2:30p.m. (by appt.)

In Person Interviews November 6, 6:00 – 9:00 p.m. (by appt.)

Congratulations for being selected as one of three Semi-Finalists for the IMTT Sculpture Art Commission contract, administered by the City of Richmond Arts and Culture Division. The BidsOnline RFQ/RFP with a link found below has the applicable details for your reference.

[Sculpture Commission-International-Matex Tank Terminals LLC \(IMTT\)](#)

#### **1. DESCRIPTION:**

The designated site is approximately 17 x 17 feet and is visible to both vehicular and bicycle traffic. While the space is not intended for public seating, it should convey a distinct sense of place from a distance. Notable historical elements of the area, including the mid-century building, ship dry docks, the former Santa Fe Ferry line, and Miller-Knox Park, will serve as inspirational references for the artwork.



**Proposal Deliverables:**

1. Cover letter explaining your sculpture solution for this unique space on private property.
2. The Background and Project Summary Section should describe your understanding of the City of Richmond, the work to be done, and the objectives to be accomplished. Refer to description of services for this RFP. Include a rough sketch of your vision for the 17’ x 17’ area that tells a “Richmond Story” or a story related to IMTT industry.
3. Submit a sketch of mural concept using the photo shop or some method to demonstrate a proposed concept design sculpture design.
4. Submit a maquette/model of the proposed Phoenix Bird sculpture.
5. Preliminary Budget and Milestone Schedule using the example in the RFQ.

**Proposed Schedule:**

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November 6, 2024	Art Panel Interview Select 3 Semi-Finalists
December 2024	City Council approves Finalist
January 2025	Contract Prep
April 2025	½ complete Fabrication
June 2025	Artwork Installed/Approved

\*Some dates may be subject to change.

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Questions may be directed to: [RACC@ci.richmond.ca.us](mailto:RACC@ci.richmond.ca.us)

The City of Richmond has the right to change this opportunity at any time. For more information on the history of the Richmond Arts and Culture Commission and the Public Art program, please go to: [www.ci.richmond.ca.us/2064/Arts-Culture](http://www.ci.richmond.ca.us/2064/Arts-Culture).

**2. SELECTION PROCESS AND PROPOSAL EVALUATION**

A selection panel of Richmond residents, art professionals, the tenant and owner, RACC members and city staff will review all Requests for Proposal (RFP) applications and may identify three semi-finalists to invite to further develop the proposed concept design. A total of \$2,000 will be paid, per semi-finalist, for completed maquettes and interviews.

All proposals shall be reviewed to verify that the Respondent has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and

Conditions of the Service Agreement, will be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Richmond personnel, Richmond Arts and Culture Commissioners (RACC), Private Developer, Building Tenant, Richmond resident, etc.

The top proposals may then be invited to make a presentation to the evaluation panel in a City Office in Richmond, California, at no cost to the City of Richmond. The selected proposal shall provide the most cost-effective approach that meets the City's requirements. The lowest price proposal will not necessarily be selected.

Applications and preliminary concept design sketch proposals will be reviewed by the Selection Panel, RACC/PAAC members, and City staff. Recommendations will be based on the clarity of the proposal, the benefit to the community or exhibit location, and the durability of the public artwork. As part of the contract, a fully developed art concept design, scope of services, schedule, and an all-inclusive budget not to exceed \$200,000 must be submitted to RACC for final City Council approval. The best candidates will score 5 in each category or a total of 20 points.

The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following:

- The thematic direction must compliment and help establish a sense of place.
- Artists must provide the necessary materials and/or equipment and be capable of delivering and installing the artwork.
- The art budget must be all-inclusive: administration expenses, concept design, design drawings, fabrication, installation, etc.
- Staff dedicated to this project will include (list names and attach resumes).

Score Range

5 = highly qualified

3 = minimally qualified

1 = not a good match

**Award** - When the Review Panel has completed its work, RACC/City staff will recommend an artist and/or artist team to the City Manager and City Council for approval. The services provided by the successful bidder shall be governed by a Standard Services Agreement (Attachment B).

If the City cannot successfully negotiate a contract with the highest ranked respondent, the City may begin negotiations with the second highest ranked respondent.

The City reserves the right to reject any or all proposals, or to make no award. The City also reserves the right to require modifications follow-up with requests for additional information, including, but not limited to, follow-up interviews. The City may request Best and Final offers based upon improved understanding of the offers or changed scope of service. The City will negotiate with that vendor to determine final pricing, and contract form. Because this proposal is negotiable, all pricing data will remain confidential until

after award is made, and there will be no public opening and reading of Proposals. Overall responsiveness to the RFP is an important factor in the evaluation process.

### 3. PROPOSAL FORMAT and GUIDELINES

#### A. Top three Semi-Finalists:

- If selected as a Semi-Finalist and for a stipend of \$2,000 the City of Richmond requests a tri-fold foam core presentation board(s) of the concept design, that includes **pictures of all parts of the hard submittal boards on a Flash Drive, and with a 3-D or wax model.**
- If selected as a Semi-Finalist, and to receive the \$2,000 concept design fee stipend, you will be required to submit a presentation board (s), maquette/model, a W-9 form, and a City of Richmond Vendor Supplemental Form. You can download a current W-9 form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- The submitted design boards and maquettes will become property of the City of Richmond. All boards along with a Flash Drive, will be delivered to the Arts and Culture Division Office, located at the Port of Richmond Administration Building, 1322 Canal Blvd.
  - Label the front of each board with “IMTT,” title, and/or thematic summary.
  - Label the back of each board with your name, email address, and phone number.
  - **There are no architectural drawings available for this project.**
- Concept Design Storyboard should include: Thematic Direction (statement or message), art materials, art project budget, schedule, scope of services per team member.
- There is one art location. The selected artist will retain copyright ownership of the artwork unless the nature of the artwork prevents it or they choose to donate the artwork to the City of Richmond. The physical artwork must be appropriate for the city’s weather conditions. The location is a publicly visible, approved private property in an ADA-accessible public area.
- The presentation documents deliverable deadline is November 4, 2024, no later than 3:00 p.m. for the November 6<sup>th</sup> In-Person Interviews. As part of the selection process, the IMTT staff, RACC members, community members and non-voting City of Richmond staff and RACC will have an opportunity to view the final art commission concept designs, In Person.
- Submit six (6) color 8.5 x 11” color copies of each proposal, one 2 or 3 fold foam core table-top color boards, one model/maquette of the proposed sculpture. The boards should stand on their own, no easels or stands.

- If you have a California State License Board (CSLB) certificate for sculpture fabrication and or installation, please submit along with all other documents.
- The City of Richmond (COR) Standard Contract is attached for your review where you will find commercial construction level insurance requirements.
- The IMTT Art Selection Panel will make recommendations to the RACC followed by recommendations to the Richmond City Council for contract approval.

Schedule for Delivering Presentation Materials to the Port of Richmond Administration Building located at 1322 Canal Blvd, 94804, next to the Riggers Loft Winery.

**Sign up for a time to deliver your presentation materials and respond to email to confirm.**

Monday November 4      1:30, 2:00 or 2:30?

In Person 15 minutes Interviews

Wednesday November 6    6:15p.m, 6:40 p.m. or 7:00 p.m.?

Let me know if you have any questions. All should be submitted in writing.

Winifred Day, Arts and Culture Manager, [winifred\\_day@ci.richmond.ca.us](mailto:winifred_day@ci.richmond.ca.us)