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# Public Art Creation, Production and Installation Management Consultant Selection Process

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**A three-step process will be utilized to select the Consultant.**

## **Step 1. Prospective consultants submit their proposals.**

The CRA Advisory Board will review and rank all timely proposals in accordance with criteria listed below and will invite two or more of the top-ranked organizations for further consideration under Step 2 procedures.

## **Step 2. Presentation**

The top two or more firms will be invited to give presentations to the Palmetto Community Redevelopment Agency Advisory Board which will re-rank the organizations based on the presentations. The top-ranked organization will be afforded an opportunity to enter into an agreement to perform the services described in this RFP.

If the Palmetto Community Redevelopment Agency (CRA) and the consultant cannot agree on fees and/or terms and conditions, the Palmetto Community Redevelopment Agency reserves the right to terminate this negotiation and initiate negotiations with the second-ranked organization, and so on and so forth, until Palmetto Community Redevelopment Agency has a signed agreement.

The Palmetto Community Redevelopment Agency reserves the right, any time during the selection process, to request additional information from any individual familiar with the organization, its employees, their work, or projects.

## **Step 3. CRA Board Approval**

Upon successful negotiation, the selected firm will be approved by the Palmetto Community Redevelopment Agency Commissioners.

## **Evaluation and Selection Criteria**

Please organize the content of your proposal to match the organization of the following Criteria. Proposals should be laid out to print on letter-size (8-1/2" x 11") paper. Please limit page count to match page count limit in each criterion.

### **Criterion 1: Proposer's profile and resources.**

Describe the company, its leadership, staffing, and any special certifications, recognitions, awards, or capabilities.

Please limit page count to one page.

### **Criterion 2: Proposer's past experience and artwork consulting municipal expertise.**

Please provide project descriptions for two governmental related artwork projects performed by the key personnel proposed for this engagement. Projects should include but are not limited to facilitation of free or reduced priced CRA approved artwork, creation, location solicitation and management and installation of public murals, management of organized community involved art programs, creation, design and installation of billboard images and creation and management of promotional items for public events. Please limit page count to no more one page per project and include the following information for each project:

- Provide customer name, location, start and completion date, or current status for the project. (2)
- Describe the scope and extent of services provided for the project, and the name(s) of key personnel proposed for this engagement who worked on the project. (2)
- Provide the total construction cost or estimate for the project (or where no construction was involved, an approximate cost of the work for the project) and that portion of the cost of the project for which the named firm was/is responsible. (2)
- Provide photograph(s) of the finished project. (2)
- Provide any narrative or descriptions that would aid the selection committee in understanding any intrinsic, special, or authentic "value" in the consultant's work effort for each project. (2)

### **Criterion 3: Qualifications and experience of the team members proposed to manage the project for the respondent.**

Provide a biography for each of the key people proposed for this engagement, at minimum, including the following:

- Name and Title. (no points)
- Project Assignments. (1)
- Name of Firm with which associated. (1)
- Years of experience with the firm. (1)
- Education: Degree(s) / Specialization. (1)

- Active registrations or certifications. (1)
- Other experience and qualifications relevant to the proposed project. (1)
- Role or duties planned for this Individual in this engagement. (1)

Please limit page count to one page per person.

**Criterion 4: Proposer’s approach and assets (skill, talent, ability, resources) to perform the Palmetto Community Redevelopment Agency engagement.**

Approach for the Palmetto Community Redevelopment Agency Artwork Engagement. For each task below, describe your recommended approach for performing the task and your assets (skill, talent, resources, ability, resources) for performing the task:

- Coordinating the public art with City of Palmetto Community Redevelopment Agency and city regulations. (2)
- Seeking, finding, and selecting the artwork. (1)
- Managing the technical work effort and production components in the engagement. (1)
- Best Practices for conducting the Palmetto Community Redevelopment Agency Public Art consultation.
  - List best practices and conditions that in the Proposer’s opinion should absolutely be applied in this engagement in order to facilitate conducting a highly successful program. (2) Please limit page count to one page
  - Impediments in conducting the physical installation of the proposed art and imaging. List practices and factors which should be avoided in this engagement. (2) Please limit page count to one page.

**Criterion 5: Local and Stratified Community Involvement.**

- Describe how the organization might deal with involving the local community on the project. (5)
- Describe how the organization might involve stratified CRA communities (African American, Latino, children, business, agriculture and elderly). (5)
- List an example of your experience in the facilitation of free or reduced priced artwork. (4)
- List an example of your experience in the creation, location solicitation and management and installation of public murals. (4)
- List an example of your experience in the management of organized community involved art programs. (4)
- List an example of your experience in the creation, design and installation of billboard images.(4)
- List an example of your experience in the creation and management of promotional items for public events. (4)

Please limit page count to one page.

**Criterion 6: Unit Pricing and Value**

Provide fully-burdened hourly rates for the key personnel listed in Criterion (3).

Please limit page count to one page.

**Criterion 7: LOCATION RATING TABLE**

<u>LOCATION OF RESPONSIBLE OFFICE</u>	<u>RATING</u>
Palmetto Community Redevelopment Agency Area	30
City of Palmetto – outside CRA Area	25
Manatee	20
Sarasota, Charlotte, De Soto, Hardee, Hillsborough, Lee, Pinellas	15
All other Florida counties	10
Out of state	5

**Palmetto CRA  
CCNA Evaluation - Public Art  
STAFF EVALUATION**

CCNA: Public Art

Name of Evaluator \_\_\_\_\_

Evaluation Criteria	Max	Palmetto Art Center	Environmental Design Collaboration
<b>Criterion #1</b>	--	--	--
<b>Criterion #2 (10 points)</b>			
Point 1	2.00	0.00	0.00
Point 2	2.00	0.00	0.00
Point 3	2.00	0.00	0.00
Point 4	2.00	0.00	0.00
Point 5	2.00	0.00	0.00
<b>Criterion #3 (7 points)</b>			
Point 1	1.00	0.00	0.00
Point 2	1.00	0.00	0.00
Point 3	1.00	0.00	0.00
Point 4	1.00	0.00	0.00
Point 5	1.00	0.00	0.00
Point 6	1.00	0.00	0.00
Point 7	1.00	0.00	0.00
<b>Criterion #4 (8 points)</b>			
Point 1	2.00	0.00	0.00
Point 2	1.00	0.00	0.00
Point 3	1.00	0.00	0.00
Point 4			
Point 4A	2.00	0.00	0.00
Point 4B	2.00	0.00	0.00
<b>Criterion #5 (30 points)</b>			
Point 1	5.00	0.00	0.00
Point 2	5.00	0.00	0.00
Point 3	4.00	0.00	0.00
Point 4	4.00	0.00	0.00
Point 5	4.00	0.00	0.00
Point 6	4.00	0.00	0.00
Point 7	4.00	0.00	0.00
<b>Criterion #6 (3 Points)</b>			
Point 1	3.00	0.00	0.00
<b>Criterion #7 (30 points)</b>			
Point 1	30.00	0.00	0.00
<b>Total</b>	<b>88.00</b>	<b>-</b>	<b>-</b>

REMARKS:

Signature of Evaluator \_\_\_\_\_

Date \_\_\_\_\_