

# Castle Rock Public Art Commission

## Request for Proposals

### Public Art Condition Assessment and Public Art Maintenance Plan

The Town of Castle Rock seeks qualified individuals or firms with proven experience to conduct a condition assessment of its artworks and to develop a five-to-ten-year maintenance plan for future implementation.

#### ***Background***

Incorporated in 1881, Castle Rock is a vibrant and spirited community with a rich history and heritage. Castle Rock's Public Art Commission functions as the catalyst for local public art experiences and works to enhance community vibrancy and small-town character.

The Town of Castle has purchased 33 pieces of art for its permanent collection. This collection includes a diversity of artwork ranging from murals and two-dimensional paintings to sculptures composed of stone, brass, glass and bronze. Each piece within this collection will require its own unique set of maintenance needs. In addition, several new pieces are anticipated to be added over the coming year.

The Public Art Commission also participates in Douglas County Art Encounters, which displays up to eight loaned sculptures each year throughout Castle Rock. These sculptures are not included for consideration within this project.

A [master inventory of the public art collection](#) has been provided for reference, in addition to the town's [online public art map](#), which links to a directory. It is important to note that not all artworks featured in the online art map are managed through the Public Art Commission, especially the murals located at underpasses and Art Encounters sculptures.

#### ***Project Concept***

In developing a maintenance plan, the Town of Castle Rock is demonstrating its commitment to the ongoing care of its collection.

This project shall include two central elements:

1. An assessment of the current condition of each piece within the collection.
2. The development of a Public Art Maintenance Plan, using the information obtained from the artist and/or generally accepted practices for the cleaning and maintenance of artwork, in addition to the condition assessment. Using the assessment as a guide, the Public Art Maintenance Plan shall incorporate recommendations for restorative treatments with a suggested timeline for such treatments to occur and their estimated costs. The plan shall also identify recommendations for ongoing maintenance and conservation practices. Ideally, once the conservation work identified through the assessment and plan is complete, the Public Art Commission will be able to continue its use of the plan to project its annual maintenance needs well into the future.

Please note that the implementation of the maintenance needs identified within the Public Art Maintenance Plan are not included within the scope of this project.

As stewards of the collection, the Public Art Commission will use the plan developed from this project as a guide in assessing and contracting future maintenance needs on an ongoing basis. Although not guaranteed, it is the Town of Castle Rock's intent to begin contracting the maintenance identified within this plan beginning in 2021; an invitation to bid will be provided as requested.

### ***Scope of Services***

#### **Task 1 – Initial Condition Assessment (2020)**

To complete an initial condition assessment of Castle Rock's public art collection, the selected contractor will utilize the inventory document to:

- Perform an initial inspection of all of the pieces in the collection; the assessment should explain if and where issues such as flaking paint, rust, cracks, mold, etc. occur on each piece
- Document the existing condition of each piece within the collection in written form and visually with photos
- Identify any needs for repairs, restoration or further maintenance in written form and visually with photos, to be included in the Public Art Maintenance Plan
- Prioritize the urgency and provide the approximate cost of the recommended repairs, to be included in the Public Art Maintenance Plan

#### **Task 2 – Public Art Maintenance Plan (2020)**

Utilizing the inventory document and data collected from the condition assessment, the selected contractor will:

- Research generally accepted practices for the pieces based on medium and obtain additional information regarding maintenance needs from artists or donors as deemed necessary
- Develop a written maintenance plan for the collection of public art and respective informational placard (if present), to include:
  1. Identification of the artwork and medium
  2. Recommendations for needed repairs and restoration as identified through the condition assessment and the priority of urgency and approximate cost of the recommendations
  3. Recommended general maintenance procedures such as methodologies for cleaning, polishing, etc., and the appropriate materials and supplies required for regular maintenance
  4. Recommended frequency of general maintenance, such as cleaning, polishing, etc., along with a 5-to-10-year schedule beginning in 2021 for ongoing maintenance recommendations

5. Protocol/best practices and recommended frequency for regular inspection and documentation

### ***Project and Payment Schedule***

A proposed project schedule with significant milestones is outlined below. Please note that this schedule is generally flexible and may be revised based on the approval of both parties. Once major deadlines are agreed upon prior to the undertaking of the project, these milestones shall be taken seriously by both parties, the Town of Castle Rock and the future contractor.

#### Project schedule (2020)

Friday, October 2 - Deadline for submissions

Week of October 19 - Interviews with Public Art Commission members and staff / selection committee

Week of October 26 - Project awarded to selected contractor

November 2 - Contractor begins condition assessment and development of plan

December 4 - Contractor submits draft plan for review

December 10 - Contractor presents initial plan and overall report to Commission and staff

December 31 - Contractor submits final plan with any reasonable incorporations, changes, edits, etc. as discussed at December 10 presentation

#### Payment schedule

50% upon award

25% upon submission of draft plan with invoice provided

25% upon final invoice

### ***Proposal Requirements***

The proposal shall provide a clear, concise submittal that addresses the individual's or firm's abilities and experience in complying with the scope of services requirements set forth within the RFP. An electronic copy of each proposal shall be submitted and organized in the format indicated below. Electronic copies shall be submitted as a single .pdf file, labeled with the name of the firm.

Submissions will only be accepted by email. The deadline for all submissions is Friday, October 2, 2020, at 11:59 p.m. Submissions should be emailed to Maia Aman at [maman@CRgov.com](mailto:maman@CRgov.com). Questions may also be directed to Maia Aman through email or by calling 720-724-2095.

The proposal shall be organized using the following format:

1. A cover letter that succinctly explains the individual's or firm's interest in the project. The letter

shall contain the name, address and phone number of the person who will serve as the firm's principal contact with Town staff and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm.

2. Firm Information. Provide a brief description of the firm. Include qualifications of the individuals who will perform the work listed in the Scope of Work.
3. Provide a clear statement of your firm's understanding of the project requirements and ability to meet the scope and timeline.
4. Provide a description of the methodology the firm will use to complete the Scope of Work as detailed in this RFP.
5. Provide a statement of your firm's services which differentiates your firm from others. Additionally, as a part of the summary, identify the responsibilities of Castle Rock and the responsibilities of the firm.
6. Project Schedule. Provide an updated project schedule or any concerns about completing the proposed project schedule identified within the RFP. Timelines may be revised on approval of both parties.
7. References. Provide references for at least two projects, which are similar in scope to the project requested by this proposal. Include the name, address and telephone number of the client, the person to contact for references, the time frame of the project, and a brief description of the scope of services that were provided.
8. Fee. Each proposal shall include a fixed fee for providing the requested services.

### ***Evaluation Criteria***

A selection committee, comprised of Town Staff and the Public Art Commission, will evaluate submittals. Members of the committee will review and rate each proposal based on the following criteria:

1. The firm's compliance with the stated requirements of the RFP
2. Prior experience and performance in providing similar services
3. Approach, scope and schedule
4. Total cost to the Town of Castle Rock

The Public Art Commission and selection committee reserves the right, where it may best serve the citizen's best interest, to request additional information or clarifications from firms, or to allow corrections of errors or omissions. The Public Art Commission on behalf of the Town of Castle Rock reserves the right to negotiate any and all elements of any consultant proposal.

At the sole discretion of the Town or the selection committee, firms submitting proposals will likely be requested to make oral (in-person or virtual) interviews as part of the evaluation process. Such interviews will provide firms with an opportunity to answer any questions the selection committee may have on a firm's proposal. Not all firms may be asked to participate in oral interviews. The cost of any such interview shall be the sole responsibility of the proposer.

Direct contact with the Town of Castle Rock's elected officials or staff, other than the Purchasing Agent, during the bid/proposal process may render the bid/proposal as non-compliant. If such infraction is determined, at the Purchasing Agent's discretion, no further consideration may be given the bid/proposal.

### ***General Information***

The Town of Castle Rock is exempt from all local, state and federal taxes. The selected consultant will sign a contract with the Town of Castle Rock prior to initiating work. The selected consultant must complete a W-9 form to provide their taxpayer identification number. Any firm or individual awarded the project is required to have General Liability Insurance and will be required to submit a current Certification of Insurance at the time of contracting to verify that the insurance policy is in place and that coverage limits are appropriate to the scope of the project being undertaken.

The Town of Castle Rock reserves the right to reject any and all proposals, to waive any informalities or minor irregularities in proposals and to accept the proposal deemed, in the opinion of the Town and the Public Arts Commission, to be in the best interest of the citizens of Castle Rock.