



Village of Royal Palm Beach, Florida

Engineering Department

EN2105 & PR2101 – Art In Public Places
Wednesday, July 29, 2020 at 3:00 p.m.

Pre-Bid Meeting Agenda-~~Agenda~~Minutes

I. Welcome

- a. Mute your phone
- b. Introductions
 - i. Committee Members – Jeannine DelGaudio; Shernett Lee ; Ray Liggins; Chris Marsh; Bradford O'Brien
- c. Purpose of this meeting
 - i. Overview of the Proposal Documents
 - ii. Review of the Scoring Criteria Guidelines
 - iii. Share other information
 - iv. Answer any questions

II. Proposal Documents Overview

NOTE: The following sections are copied from the proposal documents. This document was created to highlight specific parts of the contract. In no way is this document intended to supplement or modify the Proposal documents.

a. REQUEST FOR PROPOSAL

Sealed proposals will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project **3:00 p.m.** local time **Wednesday, August 5, 2020**, then opened publicly at that time.

Project Description:

The objective of this proposal is to find a qualified Artist to create exterior art features at two Village of Royal Palm Beach sites. Artwork shall meet the criteria defined in the RFP scope. The proposed artwork sites are located at 1050 Royal Palm Beach Boulevard and 151 Civic Center Way.

Budget:120,000.00

b. INSTRUCTIONS TO PROPOSERS

1.1 PURPOSE:

Royal Palm Beach is soliciting proposals from qualified Artists for the creation of artwork that will enhance the quality of the visual environment at Village Hall and the Cultural Center sites.

1.6 ENTERING PROPOSALS:

All submittals must be sent on 8½x11 inch paper.

One (1) unbound original and six (6) copies of the complete proposal must be received in the Village

Clerk's Office, located at 1050 Royal Palm Beach Blvd., Royal Palm Beach, FL 33411 by Wednesday, August 5, 2020, 3:00 p.m. local time. The original and all copies must be submitted in a sealed envelope or container. The Proposer's complete return address must be included on the outer envelope or wrapper enclosing any materials submitted in response to this RFP. The outer envelope or wrapper should be addressed as follows:

Proposer Name
Address
Phone Number

Royal Palm Beach Village Clerk's Office
1050 Royal Palm Beach Boulevard
Royal Palm Beach, FL 33411

Title: Art In Public Places, EN2105 and PR2101

Due Date: Wednesday, August 5, 2020, 3:00 p.m. local time

1.7 CONTACT PERSON:

Chris Marsh, P.E., Village Engineer, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411;
Office: (561)790-5161; e-mail: cmarsh@royalpalmbeach.com; fax: (561)790-5174.

1.8 REQUESTS FOR INFORMATION/AMENDMENT(S):

Any questions, comments (i.e. additional information or clarifications) must be made, in writing via fax, e-mail or U.S. Mail, no later than Friday, July 31, 2020 and to the address listed in the Entering Proposals (Section 1.6) or fax number or e-mail address listed for the Contact Person (Section 1.7) above. The request must contain the Proposer's name, address, phone number, facsimile number and e-mail address.

Facsimiles must have a cover sheet which includes, at a minimum, the Proposer's name, address, number of pages submitted, phone number, facsimile number and e-mail address.

Changes to this RFP, when deemed necessary by the Village, will be completed only by written Amendment(s) issued prior to the Deadline for receipt of proposals. Proposers should not rely on any representations, statements or explanations other than those made in the RFP or in any Amendment to the RFP. Where there appears to be a conflict between the RFP and any Amendment issued, the last Amendment issues shall prevail.

Amendments to this RFP will be posted on the Village of Royal Palm Beach website: www.royalpalmbeach.com under "Bids and RFPs" as they are issued. It is the sole responsibility of the Proposers to routinely check this website for any Amendments prior to the Deadline for receipt of proposals. The Village of Royal Palm Beach shall not be responsible for the completeness of any RFP package not downloaded from this website.

It is the sole responsibility of the Proposer to assure receipt of all Amendments. The Proposer should verify with the designated Contact Person (Section 1.7) prior to submitting a proposal that all Amendments have been received. Proposers are required to acknowledge the receipt of all Amendments as part of their proposal.

d. SCOPE OF WORK/SERVICES

4.1 SCOPE OF WORK:

4.1A Preliminary Artwork Concept Criteria

Submit an exterior Artwork concept that can be designed and built within the project budget limits for each site. Artwork shall be integrated into the overall planning and design of the Village Hall and Cultural

Center projects, and shall be compatible with the intent and purpose of the Village Hall and Cultural Center sites. Additionally, artwork shall be integrated into the overall landscaping plan, and landscaping shall be utilized to enhance the visibility of such works. Consideration should be given to structural and surface integrity, permanence, protection against theft, vandalism, weathering, excessive maintenance, and repair costs. Artwork and art places shall not create unsafe conditions or harm the public health, safety and welfare. The artwork shall show sensitivity to the aesthetic and cultural traditions of the Village of Royal Palm Beach, to its history and to the environmental and geographic characteristics that make it unique.

4.1B Final Artwork Concept

After the Artist is selected by the RFP committee and the RFP is approved by the Village Council. The Artist will be required to refine the artwork concept based on recommendations of the Village's project development team. After approval of the final artwork concept by the Village's project development team, the Artist shall be permitted to invoice for items 1 and 3 of the bid proposal.

4.1C Artwork Fabrication and Delivery

The Artist will then be required to fabricate the artwork within the time frame and cost specified in the bid proposal. The Artist will contract with a licensed engineer (costs are to be included in the bid proposal price) in order to demonstrate the artwork can withstand 160mph wind loads. The engineering drawings will include the applicable foundation and anchoring details necessary to obtain a building permit. No partial payments shall be made for items 2 and 4 of the bid proposal until after the Artwork is delivered and accepted by the Village Engineer.

Item ID	Category	Selection Criteria	Maximum Points	Score
1	Artist	The aesthetic and technical quality and originality of the artist's previous work as evidenced by photos and other supporting materials.	5	
2	Artist	The artist's previous experience with public art projects of a similar scale and scope.	5	
3	Artist	The artist's demonstrated ability to execute and complete a project in a timely and professional manner.	5	
4	Artist	The artist's ability to communicate ideas verbally and visually, and work effectively in a team environment.	5	
5	Artist	The appropriateness of the artist's proposal to the particular project and its probability of successful completion.	5	
6	Artwork Concept	Artwork Cost. The concept and fabrication costs are within the project budget limits for each site, and the finished product is of good value.	25	
7	Artwork Concept	<i>Integration of design.</i> Artwork shall be integrated into the overall planning and design for a structure or project, and shall be compatible with the intent and purpose of the structure at which the work or works are located. Additionally, artwork shall be integrated into the overall landscaping plan, and landscaping shall be utilized to enhance the visibility of such works.	6	
8	Artwork Concept	Durability. Consideration should be given to structural and surface integrity, permanence, protection against theft,	6	

		vandalism, weathering, excessive maintenance, and repair costs.		
9	Artwork Concept	Safety. Artwork and art places shall not create unsafe conditions or harm the public health, safety and welfare.	6	
10	Artwork Concept	<i>Traditions.</i> Wherever possible, artwork shall show sensitivity to the aesthetic and cultural traditions of the Village of Royal Palm Beach, to its history and to the environmental and geographic characteristics that make it unique.	6	
11	Artwork Concept	<i>Obscene and indecent content.</i> Artwork shall not depict the consumption of alcoholic beverages or tobacco products; shall not depict any form of profanity, obscenity, nudity, or sexually-oriented activities; shall not depict the use of firearms, explosives, or other weapons, shall not depict the glorification of violent acts; and shall not depict illegal products or activities.	6	
12	Artwork Concept	Creativity. Artwork shall demonstrate originality, artistic excellence, and quality.	4	
13	Artwork Concept	Diversity. The village shall strive for diversity of style, scale, media, artists, community values, and forms of expression.	3	
14	Artwork Concept	Response to site. Artwork and art places should be appropriate in scale, material, form, content, and value for the immediate, general, social and physical environments with which they are to relate.	3	
15	Artwork Concept	Elements of design. Consideration should be given that public art, in addition to meeting aesthetic requirements contained herein and in section 2-75.28, may also serve to establish focal points, terminate areas, modify, enhance, or define specific spaces or establish identity.	3	
16	Artwork Concept	<i>Commercial content.</i> Artwork shall not include an advertisement or be commercial in nature. Artwork shall not contain copy, lettering, symbols or references directly to the promotion of any product, business, brand, organization, service, trademark or servicemark. Additionally, in no event shall the name of a sponsor, a sponsor product likeness, or the artist's signature individually comprise more than one (1) percent of the artwork area.	3	
17	Artwork Concept	<i>Location.</i> Artwork shall be located in areas where residents and visitors live, work or congregate and shall be highly visible and accessible in order for the public to receive the most enjoyment and benefit from the art;	2	
18	Artwork Concept	Media and style. All visual forms and media, and artwork of all schools, styles and tastes may be considered.	2	

III. Questions? **None**

IV. Conclusion

- a. Bid packages are for sale in Village Hall for \$50.00
 - i. Bid package may be requested online at www.royalpalmbeach.com
- b. Today's sign-in sheet and minutes will be available online