

**Notice of Request for Qualifications**  
**Town of Gilbert**  
**Public Art Project:**  
**Open Seating Bench**  
**Artistic Enhancement of Community Benches as Public Art**  
**Deadline October 17, 2018, 4:00 pm**

**Services:** Art Work for Open Seating Bench Project

**Solicitation Number:** 319000808

**Opening/Deadline for Submittal:** October 17, 2018

**Location:** Municipal Center, Room 233, 50 East Civic Center Drive, Gilbert, AZ 85296

**Town Staff Contact/ telephone number:** Diane Shannon [Diane.Shannon@gilbertaz.gov](mailto:Diane.Shannon@gilbertaz.gov) 480-503-6818

**Contract Documents available at:** Documents may be downloaded from [www.gilbertaz.gov/rfp](http://www.gilbertaz.gov/rfp) at no charge.

**Date and Location for Submittal of Sealed Statements of Qualifications:** Sealed Statements of Qualifications will be received at the **Town of Gilbert Purchasing Division, Attn: Diane Shannon, 50 East Civic Center Drive, Gilbert, Arizona 85296 until 4 p.m. October 17, 2018**, for the above services. Statements of Qualifications must be submitted in a sealed envelope clearly marked on the outside with the name of the services and the solicitation number. Any Statement of Qualifications received after the time specified will be returned unopened. It is the artist's responsibility to assure Statements of Qualifications are received at the above location on or before the specified time.

**Services Summary:** The Town of Gilbert seeks qualified artists to artistically embellish large fiberglass public benches as a mechanism to create public art in various prominent public settings around the Town of Gilbert. It is anticipated that selected artists will collaborate with the Town on the design for a s bench, which must be within the parameters established by the Board.

**Right to Reject Statements of Qualifications:** The Board reserves the right to reject any or all Statements of Qualifications and to waive any informality in a Statement of qualifications

**Equal Opportunity:** Gilbert is an equal opportunity employer.

TOWN OF GILBERT, ARIZONA

Publications Date(s):

September 19, 20, 21, 22, 2018

Town Clerk

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**1. Project Overview**

1.1 The Town of Gilbert seeks to select up to three artists to artistically embellish large fiberglass public benches (see attached rendering) as a mechanism to create public art in various prominent public settings around the downtown Heritage District. The most critical aspect of this artwork is that it should inspire, engage, excite, and intrigue members and visitors of the Gilbert community. Additional requirements are:

- Suitable for public viewing and use
- Free of advocacy messaging
- Free of unsafe conditions
- Durable and low maintenance
- Artist agrees to allow Town to participate in design development process and approve final design
- Artist agrees to work under the direction of bench manufacturer as it relates to application and protection of artwork
- Considerations taken for natural and built environment surrounding particular site as assigned

1.2 Artist(s) will sign a contract at the time of selection and will be paid a stipend of \$1,000 upon timely completion of bench art as contracted.

1.3 Rights to the artwork shall be assigned to the Town of Gilbert.

**2. Requirements for Statements of Qualifications (“SOQ”)**

2.1 Eligibility: Open to all adult artists (or teams of related disciplines) residing in Arizona (Preference will be given to locally based artists.) The lead artist will be required to enter into a contract for the services.

2.2 SOQ Opening Date and Location: Sealed Statement of Qualifications and requested images will be received at:

The Town of Gilbert Purchasing Division  
Attn: Diane Shannon  
50 East Civic Center Drive, Gilbert, Arizona 85296  
October 17, 2018, 4:00pm

Statement of Qualifications must be submitted in a sealed envelope clearly marked on the outside with the name of the services and solicitation number.

**Please include contact information: name, phone and email address. Also include an electronic copy along with 1 hard copy.**

Any Statement of Qualifications received after the time specified will not be accepted for review. It is the artist's responsibility to assure Statement of Qualifications is received at the above location on or before the specified time.

2.3 SOQ Documents Available: The SOQ Documents are available for downloading from [www.gilbertaz.gov/rfp](http://www.gilbertaz.gov/rfp) or by contacting Diane Shannon 480-503-6818 [diane.shannon@gilbertaz.gov](mailto:diane.shannon@gilbertaz.gov)

2.4 SOQ Form: SOQs shall be submitted in conformance with the following:

- A letter of interest, no more than two pages in length, which explains the artist's interest and proposed theme or direction for the bench
- A current résumé. If submitting as a team, a résumé should be submitted by the team leader(s).
- 3-5 images depicting previous artwork, representing the artists' style and expected approach for this project (Artwork that demonstrates participation in similar projects is also particularly helpful) All images should be annotated with artist's name, title, description, date, medium, size, location, and any other pertinent information. Preference is for images to be provided in jpg format, for use in online catalog for sponsor matching,
- Contact information for two references, with knowledge of the artist's work, methods, and professionalism.
- Optional: The artist may also include up to three additional support pieces, such as reviews, articles, or other related material.

The Selection Committee will make their selection using project goals to evaluate each submission:

- The artwork is visually interesting, memorable, and evokes a feeling of joy and positive energy.
- The artwork is complimentary to its context and site.
- The artwork is thematically appropriate for public display.
- The artwork is highly visible to the general public and helps improve the overall environment of the Heritage District.
- The artwork should be colorful, unique, original, and not infringe upon any copyright or the rights of any person or entity.
- The artwork is high-quality and demonstrates proficiency in design and composition.
- The selected artist has examples of previous work that demonstrates excellence in design.
- Any entries with nudity, vulgarity, or any other objectionable material will

be disqualified.

2.5 Committee Selection of Artists: The Committee will review all SOQs and select up to three artists (artist teams) for three fiberglass art benches. The Committee reserves the right to reject any and all submittals and to waive technicalities.

2.6 **Late SOQs: Late submittals and/or unsigned SOQs will not be considered under any circumstances. Envelopes containing SOQs with insufficient postage will not be accepted. It is the sole responsibility of the submitter to see that his/her SOQ is delivered and received by the proper time and at the proper place.**

2.7 Proposal Preparation:

2.7.1 Format. Proposers shall submit their proposal with one (1) printed copy and one (1) electronic copy in pdf format. Include your name, email address and phone number.

2.7.2. Proposal Form: All proposals must be submitted in a sealed envelope clearly marked **“Purchasing Division, Attn: Diane Shannon Proposal for Open Seating Bench, Solicitation 319000808”**

2.8 Inquiries: Inquiries should be submitted prior to **October 4, 2018 4pm**, they should be sent to:

[diane.shannon@gilbertaz.gov](mailto:diane.shannon@gilbertaz.gov)

Town of Gilbert, Purchasing Division, Attn: Diane Shannon  
480-503-6818  
50 E. Civic Center Drive,  
Gilbert, AZ 85296

2.9 Persons with Disabilities: Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk’s Office. Requests shall be made as early as possible to allow time to arrange the accommodation.

3.0 Project Process and Timeline

**(PLEASE NOTE:** During negotiations, a final schedule will be updated with the artist(s) input and adjusted accordingly)

September 19, 2018 – Release RFQ

October 17, 2018– Artists SOQs due

October 29 – November 2 – Review of SOQs / Potential Interview with Artists

November 5, 2018– Final artist selection, contracts

November 26, 2018 – Final approval of artwork

January 21, 2018 – Bench artwork completed and benches installed