

REQUEST FOR PROPOSAL  
*City of Fort Collins, Colorado*  
**Art in Public Places Program**  
APP Linden St Pocket Park Project (#7322)  
Budget: up to \$125,000

The Art in Public Places Program seeks to commission an artist/team to work with the *Linden Street Pocket Park Project* team. The artist will collaborate with the project team in developing the overall park design and to develop a site-specific art component(s) incorporated into the pocket park which will engage the community, complement the existing Linden St. Streetscape Project, integrate into the planned urban design of the River District area, and have an educational component.

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**SUBMISSION INFORMATION**

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Written proposals will be received at the City of Fort Collins' Purchasing Division, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524.

**Proposals must be received before 5:00 p.m. (our clock), January 31, 2012**

Final Selection: February 2012

***Applications should be mailed to:***

***APP Linden St. Pocket Park Project***  
City of Fort Collins Purchasing Division  
P.O. Box 580  
Fort Collins, CO 80522

***Applications should be hand-delivered to:***

***APP Linden St. Pocket Park Project***  
City of Fort Collins Purchasing Division  
215 N. Mason  
Fort Collins, CO 80524

A copy of the Proposal may be obtained as follows:

1. Download the RFQ from the City of Fort Collins Purchasing Page, [www.fcgov.com/purchasing](http://www.fcgov.com/purchasing)
2. Come by Purchasing at 215 North Mason St., 2<sup>nd</sup> floor, Fort Collins, and request a copy of the bid.

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**CONTACT INFORMATION**

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Questions concerning the scope of the project should be directed to Ellen Martin at (970) 416-2789, or questions regarding proposals submittal or process should be directed to James B. O'Neill II, CPPO, FNIGP (970) 221-6775.

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## PROJECT

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### SCOPE OF WORK

The City of Fort Collins, Colorado, Art in Public Places Program is seeking an artist/team to collaborate with the Project Team on the design of the outdoor park and site-specific artwork(s) for the new Linden Street Pocket Park Project. The selected artist/team will help to identify and design artistic experiences that educate and engage the community. The artist/team will also work with the Project Team, including Water Utility staff, to develop a design/element which includes water and promotes an educational Utility theme.

Artist(s) should demonstrate:

- A proven ability to successfully develop art concepts within a collaborative design team process
- Successful completion of large scale public art projects on schedule and within budget
- The ability to communicate ideas in written, oral and graphic formats

The selected artist/team will receive a design consultant contract to provide art design services. The contract's scope of work will require the artist to serve as a member of the Project Team and to create a pocket park design which meets the goals of the project. The artist/team will be required to attend a minimum of three design team meetings in person.

### DESCRIPTION

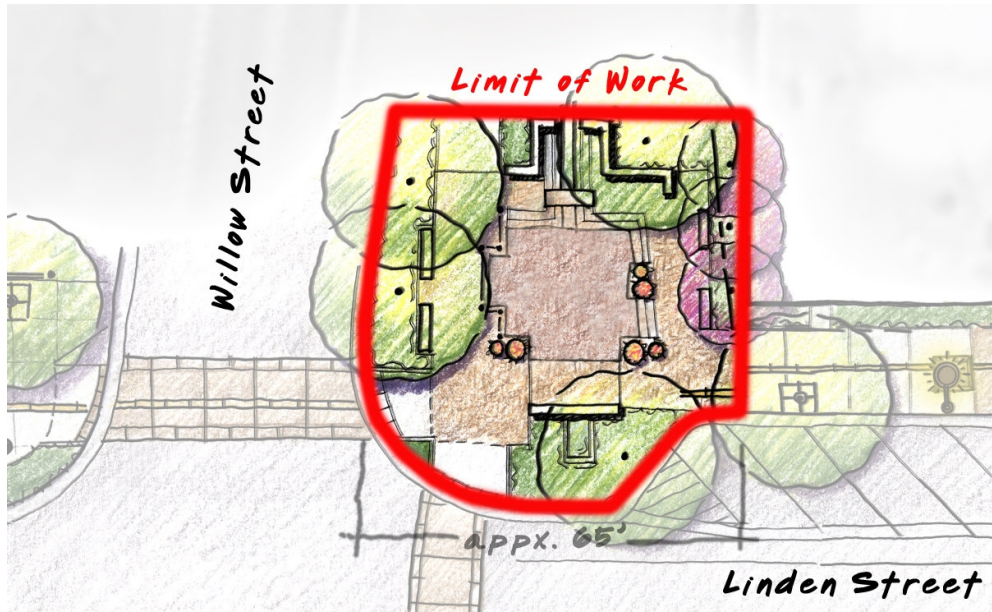
The Linden Street Pocket Park is near the historic site of Camp Collins in Fort Collins, Colorado. Additional information about the plans for the River District can be found here: <http://www.fcgov.com/riverdistrict/background.php>. This new pocket park is adjoining the newly renovated Linden St. Streetscape project.

Goals of the Pocket Park:

- Interactive space that engages the community
- Contribute to the distinct identity of the area.
- Monumental presence that can be viewed from a distance
- Park design features a water element
- Artwork speaks to a Utilities educational component.
- Provides seating for the community
- Low maintenance

The total pocket park area is approximately 65' X 65'. The project is scheduled to be constructed in 2012. Depending on the final design, the materials, fabrication, installation costs, and processes may also become the responsibility of the contractor in coordination with the artist and Project Team, including the artist, will determine what components will be fabricated/installed by the artist and his/her subcontractors, or by the project contractor and their subcontractors. Based on these determinations, a portion of the \$125,000 construction budget may be paid to the artist and/or to the project contractor. The artist will receive a portion of the fabrication/installation budget for "construction administration" or oversight of components not implemented directly by the artist.

Safety & Durability - The work is intended to be a permanent addition to the City of Fort Collins. Design and installation must consider that the work will be situated in a public location and subject to the elements and potential vandalism.



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## ELIGIBILITY

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This project is open to all professional **Colorado, Wyoming, and New Mexico** artists/artist teams, legally residing in and authorized to work in the United States. Artist must be able to work effectively and collaboratively with the project's design team selected by the City of Fort Collins. Artist must demonstrate experience working as a lead member of a design team, an understanding of construction methods, schedules and budgets, ability to read construction documents, and ability to communicate ideas in written, oral and graphic formats.

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## MEDIA

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All media appropriate to the project will be considered.

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## BUDGET

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The total contract amount for all applicable expenses, which includes all fees for consulting with the design team, the design, execution, transportation, site preparation, and installation of all artwork selected as well as a project plaque, shall be an approximate amount up to \$125,000. This figure will also include any travel expenses.

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## SELECTION PROCESS

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A selection committee may consist of members of the APP Board, representatives from the *Linden St. Pocket Park Project* team, Fort Collins Utilities staff, and a City Purchasing Department representative. The committee will review application materials and make a final recommendation. The Fort Collins City Council gives final approval. The selection committee reserves the right to reject any or all entries at any time in the review and selection process.

An artist, or artist team, may be chosen during an initial review process or after an interview process. The artist will work with the project team to develop a detailed proposal, budget and timeline. Upon final approval from the APP Board and the Fort Collins City Council, the artist will be awarded the contract for an approximate amount up to \$125,000 for this project.

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## SELECTION CRITERIA

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1. Suitability of the artist to the project as demonstrated in resume and letter of intent.
2. Quality and strength of artist's previous work as demonstrated in the submitted application materials.
3. Demonstrated ability to create distinctive, engaging artwork appropriate in concepts, materials and scale for this project.
4. Previous experience in working collaboratively with project teams.
5. Availability to start design work immediately

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## CONTRACT

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Upon selection and final design approval, the artist must complete a contract with the City of Fort Collins. All finished work shall be faithful to the drawings, design, concept and budget as approved by the APP Board and the Fort Collins City Council. Progress reports and payments will be made as contracted, with final payment to be made upon installation and acceptance by the City of Fort Collins.

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## APPLICATION MATERIALS TO BE SUBMITTED

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Please submit one (1) copy of the following materials:

1. **Current resume'** outlining your professional accomplishments as an artist. (two page maximum)
2. **A one-page letter of intent.** Please write about your past experiences with working in a design team process and any previous experience in completing a project with a water element.
3. Numbered **slide list** with artist name, title, media, dimensions, location, date, cost, and description of the artwork.
4. **Three (3) references:** Names, phone numbers and email addresses of three references who can speak to your experience as an artist and past public art projects.

In addition to the above materials please also submit:

1. No more than **eight (total) digital images** of relevant work completed within the past ten years. Digital images should be presented on a disc in a jpeg format compatible with a PC at 200-300 dpi. When opened, each image file should appear in the proper orientation. Please label each image with artist's last name and image number matching the artist slide list.

**Submission materials will not be returned**

**Do not include a proposal, graphic rendering or illustration with this application.**

**Entries that do not submit all of the required items will not be reviewed.**

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## NOTICE

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All proposals submitted must meet all applicable City codes and Charter requirements. The City of Fort Collins reserves the right to reject all proposals and to waive irregularities or informalities. Artists are not to contact the project community/neighborhoods for an APP project unless arranged through Ellen Martin, APP Coordinator for the City.

Sincerely,

James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing & Risk Management