

**GUAM PUBLIC LIBRARY SYSTEM REQUEST FOR PROPOSAL NO. 16-3621-003
FOR ARTIST TO PRODUCE VARIOUS TYPES OF ART FOR DISPLAY IN THE
Nieves M Flores Memorial Children's Library BUILDING**

RFP# - Issue Date: December 14, 2015

Responses Due Date and Time: January 11, 2016, 4:00 p.m., Chamorro Standard Time (ChST)

ISSUING AGENCY INFORMATION

Guam Public Library System, Department of Chamorro Affairs
Joseph Artero-Cameron, President
Point of Contact: Sandra Stanley, GPLS Administrative Officer
Guam Public Library System
254 Martyr Street, Hagåtña, Guam 96932
Phone: (671) 648-3000
Website: <http://gpls.guam.gov>.

Point of Contact: Jackie Balbas
Guam Council on the Arts and Humanities Agency (CAHA)
a Division of the Department of Chamorro Affairs
Terlaje Professional Building, 1st Floor
194 Hernan Cortez Avenue, Hagåtña, Guam 96910
Phone: (671) 300-1204/5/6/7/8 Fax: (671) 300-1209
Email: jacqueline.balbas@caha.guam.gov
Website: www.guamcaha.org

INSTRUCTIONS TO RESPONDENTS

Submit to: Jackie Balbas
Guam Council on the Arts and Humanities Agency
Terlaje Professional Building, 1st Floor
194 Hernan Cortez Avenue, Hagåtña, Guam 96910
Phone: (671) 300-1204/5/6/7/8 Fax: (671) 300-1209

Mark Face of Envelope/ Package:
RFP Number: 16-3621-003
RFP Title: Request for Proposals for Artists
Capable of Producing Various Types and Works of Art to
be displayed or exhibited in the
Nieves Flores Memorial Children's' Library
Responses Due: January 11, 2016, 4:00 p.m. (ChST)

RESPONDENTS MUST COMPLETE THE FOLLOWING

Respondent's Name/ Point of Contact/ Address

Authorized Respondent's Signatory Printed Name:

Authorized Respondent's Signature: (Please print name and sign in ink)

Respondent's Phone Number:

Respondent's Fax Number:

Respondent's Federal I.D. Number:

Respondent's Email Address:

RESPONDENTS MUST RETURN THIS COVER SHEET WITH THEIR RESPONSE

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Nieves Flores Memorial Children's Library
Request for Proposals 16-3621-003

INTRODUCTION

Guam Public Library System (GPLS), a Division of the Department of Chamorro Affairs as the end user of the facility, together with the Guam Council on the Arts and Humanities Agency (CAHA) as the administrator of Guam's One Percent for the Public Arts Program, seeks proposals from qualified local artists to provide a variety of art and craft items to be displayed or exhibited in/or at the Nieves Flores Memorial Children's Library. All selected art should reflect artwork that is appealing to children and speak to the Chamorro culture.

GPLS, in partnership with CAHA, is soliciting proposals from local artists capable of producing various types of works of arts including:

Fine Art
Murals
Banners
Photography
Illustrations
Crafts

ELIGIBILITY

To be considered as eligible, artists must meet all of the following criteria:

1. Those who have resided in Guam for at least 6 months
2. Those who pay taxes in Guam
3. Those who are registered with CAHA¹.

SUBMITTALS

Proposals submitted in response to the RFP must include

1. Artist Application;
2. Professional Resume(s);
3. At least three (3) but not more than ten (10) samples of relevant work (i.e. photos or prints);
4. At least four (4) professional references from individuals who are familiar with your artwork produced in the past five (5) years OR a list of four (4) professional references of individuals who are familiar with your artwork produced in the past five (5) years to include their contact numbers and email addresses;
5. Conceptual Presentation comprised of:
 - a. Sample representation/ sketch of proposed concept, style, graphics, and method of assembly as applicable per media, area of interest or craft selected.
 - b. Written narrative on the concept and how it relates to the thematic guidelines.
 - c. Type(s) of medium to be used.
 - d. Proposed timeline for completion.
 - e. Location of where the commissioned work will be produced. Note: If the commission is to be produced in a location other than Guam, the applicant should include a proposal on how the work-in-progress will be monitored and inspected.
 - f. Title(s) of work to be produced and dimensions of piece.
6. Detailed Budget Breakdown - Artist cost proposal to produce work.

All samples and concepts submitted as part of this RFP will become property of Guam CAHA and will not be returned to the artist.

¹Interested applicants may registered with CAHA by visiting: <http://www.guamcaha.org/#artists> directory

LOCATION

All artwork will be displayed or exhibited in the Nieves Flores Memorial Children's Library. Bidders should note, upon their familiarization with the locations of the artwork, that artwork will be installed in areas where the public will pass and congregate. No provisions will be made to prevent unauthorized handling of the pieces.

SELECTION PROCESS

Respondents will be selected in general accordance with CAHA's Procedures and Guidelines Handbook for Art in Public Buildings and Buildings supported by Federal and Government of Guam Funds in the Territory of Guam and the Percent for the Arts Enhancement Grant Program. A copy of the procedures and guidelines may be downloaded from the CAHA website at: <http://www.guamcaha.org/> or the GPLS website at: <http://gpls.guam.gov>. The process of selecting the artisans will consist of:

1. Request for Proposal – Artist Application

All interested artists are required to submit a completed application which is divided into four (4) areas:

- a. Project description/ narrative concept to include sketches, titles and dimensions of proposed work.
- b. Artist background and history – Focus should be on the applicant's experience in creating works in their craft.
- c. Ability to produce art of the size and scope required for the commission - Applicants shall provide a detailed narrative of his/her ability and/or approach to produce the artwork. This should include studio space (existing or proposed), specific experience in creating commissioned works or art, and overall capability.
- d. Detailed budget breakdown – cost proposal to produce work
- e. Portfolio of relevant past works - Applicants shall provide a separate portfolio of relevant works that expresses their abilities and capabilities to produce the commissioned work. The portfolio shall include representation or photographs of past works (commissioned or not), information on the location(s) of such work, and patrons.
- f. Letters of recommendations from four (4) professional references who are familiar with your work produced within the past five years or a list of four (4) professional references - individuals who are familiar with your work produced within the past five years with contact information (phone number and email address).

2. Final Conceptual Selection

The selection committee will review and evaluate all submissions, concepts, portfolios, representative samples of artists' works submitted (scaled as appropriate), cost proposals and will make final selections.

CAHA and GPLS reserve the right to request additional information. All final concepts and craftwork samples will become the property of CAHA/GPLs along with limited copyright and certification of authenticity.

The criteria used to select the artists for the commission will be based on:

- a. The quality and creativity of the artist relative to the RFP disciplines for which they request evaluation;
- b. Ability to express and conceptualize according to a thematic framework, including those specific to the GPLS facility and exhibit designs;
- c. Technical competence specific to the disciplines identified in the RFP. Technical competence, must be evidenced by past work and experience, and documented in the artist's portfolio; and
- d. Aptitude for planning, budgeting, and meeting schedule milestones.

COMPLETING THE WORK

The artisans assembled as a result of this selection process will be contracted by CAHA or GPLS. From the outset, the work of all artisans will be closely coordinated by CAHA, the selection committee and GPLS representative.

Following contracting and the issuance of Notice to Proceed, an initial "kick off" meeting will be held between each contracted artisan, and CAHA, the selection committee and GPLS to discuss project schedules and deliverables. After this meeting, formal schedules projecting critical interim and completion dates for each of the participating disciplines will be generated. There may be a different schedule for progress submittals and approvals, related progress payments, and final completion dates.

Before the work of each artisan is complete, meetings to discuss concept review, rough draft reviews, and a final draft review will be held. All artists are required to submit weekly progress reports with photos (transmitted via email) that document their progress. CAHA, the selection committee and GPLS will approve sketches to ensure that the design intent is being met and that the final deliverable is in keeping with the vision of GPLS.

It will be the responsibility of the artisan to provide the art work in the approved format timeline specified. Final design and installation of all pieces must comply with all building and safety codes and other criteria determined by CAHA, the selection committee and GPLS staff and patrons. This is particularly important for three-dimensional designs that utilize heavy materials, moving parts or glass. Therefore any design deemed to be of too great a safety risk will not be considered.

All submissions and art delivered under the contract must be certified by the artist as original work.

PROJECT SCHEDULE

Solicitation Issue Date	December 14, 2015
Orientation at CAHA Gallery	December 19, 2015 at 10:00 a.m.
Review of project requirements	
Review of artwork spaces within the building	
Discussion of theme/concept	
RFP Responses Due to CAHA (*Responses must be submitted directly to the CAHA Office – No email or faxes will be accepted)	January 11, 2016, 4:00 p.m., Chamorro Standard Time (ChST)
Evaluation of Applications	January 18 – 22, 2016
Select and Commission Artists	January 2016
Production of Artwork	February – March 2016
Final Artwork Due	April 2016
Installation of Artwork	April 2016



GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY

Kahan I Kutturán Guahan

Office Location: Terlaje Professional Bldg., 1st Floor, 194 Hernan Cortez Ave., Hagåtña

Mailing Address: P.O. Box 2950, Hagåtña, Guam 96932

Tel. (671) 300-1204-8 Fax. (671) 300-1209

Email: kahal@guam.net

Website: www.guamcaha.org

Request for Proposals 16-3621-003: Artist Application

To produce various types of art for the display in the Nieves M. Flores Memorial Children’s Library Building

Carefully review the program guidelines and instructions before filling out the application form. Incomplete and illegible forms may invalidate your applications. All applications must be typed or computer generated. Supplemental information is limited to one (1) page only. Please double-check all information to ensure that it is correct.

A.	Applicant/Organization Name:	
	SSN or TIN:	
	Mailing Address:	
	City:	Guam
		Zip Code:
B.	Are you a permanent resident of Guam?	
	How long have you resided in the Territory of Guam?	
	Are you a member of CAHA?	
C.	Contact Person:	Phone:
	Email Address:	Title:
D.	Authorizing Official:	
E.	Project Title:	
F.	Art Type/ Discipline Applying for:	<input type="checkbox"/> Fine Art <input type="checkbox"/> Photography <input type="checkbox"/> Illustrations <input type="checkbox"/> Craft/Historic Reproduction
		<input type="checkbox"/> Other (Please Describe):
G.	Artist(s) Involved (Name and contact number):	

PROJECT DESCRIPTION/ CONCEPT

PROJECT DESCRIPTION/ CONCEPT: 1. Describe the proposed artistic project and its purpose. Specifically what medium will be used and what type of art do you plan to produce? Where will the work occur? How is project to be accomplished? By whom? How long will it take you to produce your work? Indicate title(s) of artwork and dimension of each piece. Please attach sketches of your concept.

GCAHA USE ONLY:	Date Received:
Application Number:	Project Type:
Applicant Status:	Type of Activity:
Applicant Institution:	Applicant Discipline:
Panel:	Award Date:
Project Discipline:	Progress Report Due:
International Activity:	GR: PR:

Art Background and History

Art Background and History

2. Provide a synopsis of your history as an artist to include familiarity with the types of medium you work with. Information and samples/ photos of your work and history; work should be included in your portfolio. Feel free to attach a separate sheet if more space is needed.

Ability to produce art of the size and scope required for the commission

Ability to produce art of the size and scope required for the commission

3. Please provide a detailed narrative on your ability and capability to fulfill the requirements of the artist specifications, including your ability to meet the project schedule. This should include but not limited to your experience in fulfilling commissioned works of art in the past, current commissions, and studio space. Provide any other pertinent information that would demonstrate your ability to fulfill a commission of this magnitude. Feel free to attach a separate sheet if more space is needed.

Detailed Budget Breakdown – Artist Cost Proposal to Produce Artwork

Detailed Budget breakdown

4. Provide a detailed budget breakdown of costs to produce artwork. Feel free to attach a separate sheet if more space is needed.

Organizations

As verification of legal status, organizations must submit a copy of their business license or a copy of the organization's articles of incorporation. Person signing the application must be duly authorized.

Legal Assurances

In the event that a contract is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The contract cannot be assigned to a different project or transferred without prior written approval of GCAHA.
 2. The Contractor/ Artist shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA representative. If applicable, the grantee is requested to provide free admission to projects/events for review.
 3. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The Contractor/ Artist shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the Contractor/ Artist's files for a period of three (3) years after completion of the project.
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Authorizing Signature

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Applicant Signature: _____

Name (Please Print): _____

Parent or Legal Guardian: _____

Date of Application: _____

CHECKLIST

INDIVIDUALS (Did you include the following?)

- 1. Professional Resume/ Biography
- 2. At least three (3) and no more than ten (10) samples of relevant artwork (i.e., photographs, prints, CD-Rom or USB containing digital images)
- 3. Four (4) professional references – letters of recommendations from individuals who are familiar with your artwork produced in the past five (5) years OR a list of four (4) professional references of individuals who are familiar with your artwork produced in the past five (5) years to include their contact numbers and email addresses.
- 4. Conceptual Presentation – sample representation/ sketches of proposed concept and other pertinent information: type(s) of medium used ; proposed timeline for completion; location of where the commissioned will be produced and titles of work to be produced and dimension of pieces
- 5. Detailed Budget Breakdown - Artist cost proposal to produce artwork

*All samples submitted as part of this RFP will become property of CAHA and/or GPLS and will not be returned to the artist.
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