



CLARK COUNTY, NEVADA



REQUEST FOR QUALIFICATIONS RFQ NO. 604212-16

ARTISTS TO PAINT UTILITY BOXES IN NORTHWEST VALLEY - ZAP 9: ZAPPED ON THE WAY TO LONE MOUNTAIN

The RFQ package is available as follows:

- Internet – Visit the Nevada Gov eMarketplace website at www.ngemnv.com and locate Document No. 604212 in the list of current solicitations.
- Mail – Please fax a request to (702) 386-4914 specifying project number and description. Be sure to include company address, phone, email address and fax numbers.
- Pick up - Clark County Government Center, 500 South Grand Central Parkway, Purchasing and Contracts Division, Fourth Floor, Las Vegas, NV 89106.

If your firm is unfamiliar with the County Request for Qualifications (RFQ) procedures and would like to obtain training on the submittal process for this RFQ, please contact **Jim Haining, Senior Purchasing Analyst**, at **(702) 455-4230**.

Proposals will be accepted at the Clark County Government Center address specified above, on or before **OCTOBER 28, 2016 at 3:00:00 p.m.**, based on the time clock at the Clark County Purchasing and Contracts front desk.

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GENERAL CONDITIONS

RFQ NO. 604212-16

ARTISTS TO PAINT UTILITY BOXES IN NORTHWEST VALLEY - ZAP 9

1. TERMS

The term "COUNTY," as used throughout this document will mean the County of Clark, Nevada. The term "BCC" as used throughout this document will mean the Board of County Commissioners which is the Governing Body of Clark County. The term "CHIEF FINANCIAL OFFICER" as used throughout this document will mean the Clark County Chief Financial Officer or her designee responsible for the Purchasing and Contracts Division. The term "PROPOSER" as used throughout this document will mean the respondents to this Request for Qualifications. The term "RFQ" as used throughout this document will mean Request for Qualifications. The term "NGEM System" as used throughout this document will mean the Nevada Gov eMarketplace. The NGEM System is an electronic bidding system that is used by a consortium of local government entities in Nevada for supplier registration and the submission of electronic proposals. There is no cost for any PROPOSER to use the NGEM System, however, all PROPOSERS that choose to submit an electronic proposal must register prior to gaining access to see the details of any solicitation or to submit a proposal online. Proposals may also be submitted manually.

2. INTENT

COUNTY is soliciting proposals from artists interested in submitting their qualifications to paint utility boxes in northwest valley of Clark County.

3. SCOPE OF PROJECT



This project, Zap 9: Zapped on the way to Lone Mountain, is a sequel to Zap!, the 2005 project in the Winchester neighborhood; Zap² in the Paradise Park neighborhood in 2008; Zap³ in the Historic West Las Vegas neighborhood in 2010; Zap⁴ in the Cambridge neighborhood in 2011; Zap⁵ at Desert Breeze Park in 2013; Zap⁶ at the Whitney and Parkdale neighborhoods in 2014; Zap⁷ along Maryland Parkway in 2015; and Zap⁸ in Laughlin, NV in 2016.

PROJECT SUMMARY:

Fifteen (15) artists will be chosen by an independent review panel comprised of Clark County residents, artists, art educators, and arts administrators. Each artist will paint a group of utility boxes in Clark County, NV sometime in March 2017. Boxes will be assigned by COUNTY to the selected artists.

ELIGIBILITY:

This project is open only to artists over the age of 18 who reside in Clark County, Nevada, who did not participate in Zap⁸ in Laughlin in 2016 and are not part-time or full-time Clark County employees. Artists selected **must** be available to attend an open community meeting at a date to be determined, as well as the reception for Zap 9 at a date to be determined. The selected artists will be required to provide their Social Security number or Federal Tax ID Number.

SELECTION:

The independent review panel will choose fifteen (15) artists. Selection criteria will include demonstrated artistic excellence, experience with similar projects, and a demonstrated ability to complete the paintings on the boxes within thirty (30) business days.

PROJECT BUDGET:

Each artist selected will be paid \$2,500 and no other fees or expenses in two payments: \$1,000 upon approval of final drawings, and \$1,500 upon satisfactory completion of the work.

SUPPLIES:

Artists will provide their own paint and supplies. COUNTY will provide anti-graffiti coating and an instructional lesson on application of the anti-graffiti coating. Artists will apply the anti-graffiti coating to the utility boxes once they have completed their art. Final payment will made after COUNTY verifies the anti-graffiti coating has been applied.

AFTER SELECTION:

Once artists are chosen, they will:

- 1.) Develop a proposal.
- 2.) Get feedback on the proposal from the community, and apply the feedback to their final designs.
- 3.) Paint the boxes.

The artwork must relate to the present, past or future of the area, and may be expressed naturally, realistically or abstractly.

Zap is conceived as a neighborhood project, and artists will be expected to consider in their creative process comments from neighborhood residents and businesses at a community meeting. The chosen artists will be introduced to the community at a public meeting. The meeting is **mandatory** for the selected artists. Residents will be offered the opportunity to discuss their neighborhood and what public art might be appropriate to it. Artists are encouraged to bring their ideas. **If a selected artist fails to attend the meeting, the artist's contract may be withdrawn**, at the discretion of county.

Completed drawings will be displayed for public viewing, and comments will be solicited from residents. Drawings will be subject to the approval of the box owners and the independent review panel. In the event either independent review panel or owners reject a drawing, the artist will have the opportunity to modify the drawings to meet objections. If agreement on the drawings cannot be reached, the artist shall not paint the artwork, and the project contract with that artist shall be withdrawn.

Upon selection each artist must complete a W-9 form, which is necessary for payment. (to be provided by COUNTY after selection)

4. DESIGNATED CONTACTS

COUNTY'S representative will be Jim Haining, Senior Purchasing Analyst, Clark County Administrative Services Department, Purchasing and Contracts Division, telephone number (702) 455-4230, jhaining@ClarkCountyNV.gov. This representative will respond to questions concerning the scope of work of this RFQ and questions regarding the selection process for this RFQ.

5. CONTACT WITH COUNTY DURING RFQ PROCESS

Communication between a PROPOSER and a member of the BCC or between a PROPOSER and a non-designated COUNTY contact regarding the selection of a proponent or award of this Contract is prohibited from the time the RFQ is advertised until the item is posted on an agenda for award of the Contract. Questions pertaining to this RFQ shall be addressed to the designated contact(s) specified in the RFQ document. Failure of a PROPOSER, or any of its representatives, to comply with this paragraph may result in their proposal being rejected.

6. TENTATIVE DATES AND SCHEDULE

Proposal Due Date: October 28, 2016, 3:00:00 Pacific
Finalists Selection: November 2016
Finalists Oral Presentations: November/December 2016, if requested by County
Final PROPOSER Selection: November/December 2016
Award & Approval of the Final Contract(s): January/February 2017

7. METHOD OF EVALUATION AND AWARD

Since the service requested in this RFQ is considered to be a competitive bidding exception, award will be in accordance with the provisions of the Nevada Revised Statutes, Chapter 332, Purchasing: Local Governments, Section 332.115.

The proposals may be reviewed individually by an independent review panel to assist the PURCHASING MANAGER OR HER DESIGNEE. The finalists may be requested to provide COUNTY a presentation and/or an oral interview. The independent review panel may review the RFQ's as well as any requested presentations and/or oral interviews to gather information that will assist in making the recommendation. COUNTY reserves the right to award the Contract based on objective and/or subjective evaluation criteria. This Contract will be awarded on the basis of which proposal(s) COUNTY deems best suited to fulfill the requirements of the RFQ. COUNTY also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirement of this RFQ.

8. SUBMITTAL REQUIREMENTS

Electronic Proposals through NGEM System.

Proposals must be submitted electronically no later than the Proposal Due Date and time. Per the Terms of Use of the Nevada Gov eMarketplace (NGEM), proposals may not be submitted after the submission deadline, and the server clock will govern. Proposals will be publicly opened and read aloud immediately after the submission deadline in the Gold Conference Room. PROPOSERS are solely responsible for the timely delivery of proposals.

Manual Proposals.

If PROPOSER chooses not to use the NGEM System to submit their proposal electronically, PROPOSER must contact the Designated Contact listed above or the County Purchasing Front Desk (702) 455-2897 to request a manual RFQ package.

All manual proposals must be submitted as follows:

The Proposal submitted should not exceed 25 pages. Other attachments may be included with no guarantee of review.

All proposals shall be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested. The ideal proposal will be 3-hole punched and bound with a binder clip. Binders or spiral binding is not preferred or required.

The PROPOSER shall submit one (1) clearly labeled original and 5 copies of their proposal, including one (1) CD or flash drive with an electronic copy of their proposal, preferably in .pdf format. A single .pdf document of the entire proposal is preferred. The name of the PROPOSER'S firm shall be indicated on the spine and cover of each binder (if used) and CD label.

All proposals must be submitted in a sealed envelope plainly marked with the name and address of the PROPOSER and the RFQ number and title. No responsibility will attach to COUNTY or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a proposal not properly addressed and identified. Proposals are time-stamped upon receipt. Proposals time-stamped after 3:00:00 p.m. based on the time clock at the Clark County Purchasing and Contracts front desk will be recorded as late, remain unopened and be formally rejected. FAXED OR EMAIL SUBMITTALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.

The following are detailed delivery/ mailing instructions for proposals:

<u>Hand Delivery</u>	<u>U.S. Mail Delivery</u>	<u>Express Delivery</u>
Clark County Government Center Purchasing and Contracts Division 500 South Grand Central Parkway, 4 th Fl Las Vegas, Nevada 89106	Clark County Government Center Attn: Purchasing and Contracts, 4 th Fl 500 South Grand Central Parkway P.O. Box 551217 Las Vegas, Nevada 89155-1217	Clark County Government Center Attn: Purchasing and Contracts, 4 th Fl 500 South Grand Central Parkway Las Vegas, Nevada 89106

Regardless of the method used for delivery, PROPOSER(S) shall be wholly responsible for the timely delivery of submitted proposals.

9. WITHDRAWAL OF PROPOSAL

PROPOSER(S) may withdraw a proposal submitted on the NGEM System by logging onto the NGEM System and retracting the proposal.

To request withdrawal of a posted, sealed proposal, which was manually delivered, prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the Purchasing Analyst in writing or a proposal release form has been properly filled out and submitted to the Purchasing and Contracts Division reception desk. Proposals must be re-submitted and time-stamped in accordance with the RFQ document in order to be accepted.

No proposal may be withdrawn for a period of 90 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The PROPOSER'S offer will expire after 90 calendar days.

If a PROPOSER intended for award withdraws their proposal, that PROPOSER may be deemed non-responsible if responding to future solicitations.

10. REJECTION OF PROPOSAL

COUNTY reserves the right to reject any and all proposals received by reason of this request.

11. PROPOSAL COSTS

There shall be no obligation for COUNTY to compensate PROPOSER(S) for any costs of responding to this RFQ.

12. ALTERNATE PROPOSALS

Alternate proposals are defined as those that do not meet the requirements of this RFQ. Alternate proposals will not be considered.

13. ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of the RFQ, a written addendum will be issued by County. COUNTY is not bound by any oral representations, clarifications, or changes made to specifications by COUNTY'S employees, unless such clarification or change is provided to PROPOSERS in written or electronic addendum form from the Purchasing Analyst.

14. PUBLIC RECORDS

COUNTY is a Public Agency as defined by State Law, and as such, is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under the law, all of COUNTY'S records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. However, in accordance with NRS 332.061(2), a proposal that requires negotiation or evaluation by COUNTY may not be disclosed until the proposal is recommended for award of a Contract.

15. PROPOSALS ARE NOT TO CONTAIN CONFIDENTIAL / PROPRIETARY INFORMATION

Proposals must contain sufficient information to be evaluated and a contract written without reference to any confidential or proprietary information. PROPOSER(S) shall not include any information in their proposal that they would not want to be released to the public. Any proposal submitted that is marked "Confidential" or "Proprietary," or that contains materials so marked, will be returned to the PROPOSER and will not be considered for award.

16. COLLUSION AND ADVANCE DISCLOSURES

Pursuant to 332.165 evidence of agreement or collusion among PROPOSER(S) and prospective PROPOSER(S) acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the offers of such PROPOSER(S) void.

Advance disclosures of any information to any particular PROPOSER(S) which gives that particular PROPOSER any advantage over any other interested PROPOSER(S), in advance of the opening of proposals, whether in response to advertising or an informal request for qualifications, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all proposals received in response to that particular request for qualifications.

17. EVALUATION CRITERIA

Proposals shall be evaluated based upon information provided in the proposal, including answers to questions in the Attributes tab and Response Attachments of the NGEM System.