



CLARK COUNTY, NEVADA



REQUEST FOR QUALIFICATIONS RFQ NO. 604268-16 MOUNTAIN'S EDGE BASEBALL PARK ARTWORK PROJECT

The RFQ package is available as follows:

- Internet – Visit the Nevada Gov eMarketplace website at www.ngemnv.com and locate Document No. 604268 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.

A Pre-Proposal Conference will be held on **NOVEMBER 1, 2016** at **10:00 a.m.** at the address specified above in the Gold Conference Room. 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 **DECEMBER 16, 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. 604268-16

MOUNTAIN'S EDGE BASEBALL PARK ARTWORK PROJECT

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 for from artists interested in submitting their qualifications to create site-specific public artwork(s) to serve as a centerpiece to the Mountain's Edge Baseball Park to be located at 8101 W. Mountain's Edge Parkway, Las Vegas, NV 89178.

3. SCOPE OF PROJECT

Clark County Public Art Program is seeking an artist or artist team to design and implement site-specific public artwork(s) to serve as a centerpiece to the Mountain's Edge Baseball Park. The artwork will go into a pre-determined footprint at the heart of where the NCAA regulation championship field and field 2 and field 3 converge (see attached images for artwork site location).

PROJECT SUMMARY:

Three (3) artists will be chosen by an independent review panel comprised of Clark County residents, artists, art educators, architects and arts administrators to create design proposals, from which one proposal will be awarded the contract.

ELIGIBILITY:

This project is open only to artists over the age of 18 who reside in Clark County, Nevada, who are not part-time or full-time Clark County employees or currently under contract for any Clark County project larger than \$50,000. The selected artists will be required to provide their Social Security number or Federal Tax ID Number as well as have a current State and County business license.

SELECTION:

An independent review panel will choose three (3) artists to create design proposals. Selection criteria will include demonstrated artistic excellence, experience with similar projects, and community integration. The artist(s) will present their design proposals to the community and from the three (3) artist design proposals one (1) artist(s) will be awarded the contract.

PROJECT BUDGET:

The three (3) artists selected to create a design proposal will be paid \$3,000 each and no other fees or expenses in one payment: \$3,000 upon satisfactory completion of the work. The artist(s) with the winning proposal will be contracted to create the art. The Clark County Public Art Fund has allocated **\$191,000.00** for this project, which includes all costs associated with the project, including the final artist(s) design fee, materials, fabrication, artwork transportation, installation and required lighting of the artwork. This is a fixed cost project. The winning artist(s) will be contractually responsible to deliver the artwork(s) complete and fully installed. All design intellectual property rights, fabrication, labor, materials, transportation, installation, insurance, contingency and every other related cost is the sole responsibility of the winning artist(s). *Costs that exceed the approved budget, if any, shall be the sole financial responsibility of the winning artist(s).* Winning artist(s) will select and pay all required material suppliers and subcontractors.

CRITERIA FOR ARTIST CONTESTANTS TO CONSIDER:

- Completed art cannot be kinetic or have moving parts.
- Completed art must be of low maintenance.
- No water effects or plumbing are permitted for this project.
- Design must relate to baseball or baseball history (local or national) somehow.
- Design must work within the project budget. Any costs in excess of the budget shall be borne by the winning artist(s).
- Artwork(s) must be of maximum durability, vandal-proof, and weather-resistant to the extent feasible (i.e. engineered to withstand dry desert heat and high wind velocity).

- Artwork(s) must not obstruct pedestrian walkways and comply with the federal ADA.
- Artwork(s) must comply with all Clark County codes regarding safety, accessibility and other structural and maintenance issues.
- Designs may be reviewed by the community, project advisory committees, Clark County Art Committee, County Departments and appropriate County authorities for necessary approvals.
- The winning artist(s) will be required to collaborate with and be available on a reasonable basis for meetings during the design and implementation process with community members, project advisory committees and Clark County staff.

AFTER SELECTION:

Once three (3) semi-finalist artist(s) are chosen, they will:

- 1.) Develop a proposal.
- 2.) Present their proposal to the community.

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**

Pre-Proposal Meeting: [date], [time] Pacific, [name] Conference Room

Proposal Due Date: December 16, 2016, 3:00:00 Pacific

Semi-Finalists Selection: January 2017

Semi-Finalists Presentations: March 2017

Final PROPOSER Selection: March 2017

Award & Approval of the Final Contract(s): April 2017

7. **METHOD OF EVALUATION AND AWARD**

Since the service requested in this RFQ is considered to be a professional service, 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 staff members through an ad hoc committee to assist the PURCHASING MANAGER OR HER DESIGNEE. The finalists may be requested to provide COUNTY a presentation and/or an oral interview. The ad hoc staff committee 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 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.

The fees for the professional services will be negotiated with the PROPOSER(S) selected.

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. BUSINESS LICENSE REQUIREMENTS

CLARK COUNTY BUSINESS LICENSE / REGISTRATION

Prior to award of this RFQ, other than for the supply of goods being shipped directly to a Clark County facility, the successful PROPOSER will be required to obtain a Clark County business license or register annually as a limited vendor business with the Clark County Business License Department.

A. Clark County Business License is Required if:

- i. A business is physically located in unincorporated Clark County, Nevada.
- ii. The work to be performed is located in unincorporated Clark County, Nevada.

B. Register as a Limited Vendor Business Registration if:

- i. A business is physically located outside of unincorporated Clark County, Nevada.
- ii. A business is physically located outside the state of Nevada.

The Clark County Department of Business License can answer any questions concerning determination of which requirement is applicable to your firm. It is located at the Clark County Government Center, 500 South Grand Central Parkway, 3rd Floor, Las Vegas, NV or you can reach them via telephone at (702) 455-4253 or toll free at (800) 328-4813.

You may also obtain information on-line regarding Clark County Business Licenses by visiting the website at (http://www.clarkcountynv.gov/Depts/business_license/Pages/default.aspx)

18. EVALUATION CRITERIA

Proposals should contain the following information:

A. **Artist Information**

- 1. Artist Name
- 2. Artist Address
- 3. Artist Phone
- 4. Artist Email
- 5. Cover letter

B. **Experience**

- 1. Include a resume of artist(s)

C. **Digital Images of Artist's Work**

- 1. Include ten (10) digital images of artist's work or if an artist team, ten (10) digital images from team.
- 2. Images must be at least 72 dpi, maximum 200 dpi, maximum file dimensions 8" x 10" as jpg files.
- 3. Images must be numbered from 1 to 10, and a corresponding numbered list must be provided for each image with: artist's name, title, dimensions, media, and year of completion.

19. SITE LOCATION IMAGES

Attached as Exhibit 1 and 2.