

November 29, 2013



## **REQUEST FOR QUALIFICATIONS (RFQ)**

**Public Art Master Plan Consultant**

**RFQ CML 13-030**

For Columbus Metropolitan  
Library (the Library)

**Issued by:**

Purchasing Division  
96 S. Grant Ave.  
Columbus, OH 43215

**Deadline for Submittal:**

December 18, 2013  
No later than 12:00 Noon  
EST

Wanda Dixon, Procurement Specialist  
 Procurement Division, Financial Services Department  
 Telephone: (614) 849-1034; FAX: (614) 849-1134  
[wdixon@columbuslibrary.org](mailto:wdixon@columbuslibrary.org)

## REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library is seeking qualified **Public Art Master Plan Consultant** according to the requirements described in the project goals and other documents included with this Request For Qualifications (RFQ). The Proposal Identification Number is **CML 13-030**.

Requests for Qualifications will be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than 12:00 Noon on Wednesday, December 18, 2013**. Any proposals arriving after 12:00 Noon will be marked late and will receive no consideration for selection to provide the specified services.

All questions or clarifications should be submitted no later than Wednesday, December 11, 2013, to [purchasing@columbuslibrary.org](mailto:purchasing@columbuslibrary.org).

The vendor declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract for which it is selected to provide the specified services at the prices proposed.

The vendor certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)	Title	
Vendor Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.**

## INTRODUCTION

Columbus Metropolitan Library (CML) is seeking an experienced public art master plan consultant to assist in the process of managing CML's public art component of our 2020Vision Plan building program. The consultant is expected to demonstrate significant relevant experience in planning and visioning of public art programs. The consultant is expected to implement a team approach that will include CML staff, stakeholders, artists, design professionals, and members of our diverse community.

## BACKGROUND

Columbus Metropolitan Library is an award-winning profession leader. We've been ranked the number one library in the nation multiple times. *Library Journal* named us National Library of the Year in 2010, and in 2011 we earned the National Medal for Community Service. We're the only large public library in the country to be named a 5-Star library by *Library Journal* every year since the award's inception.

CML understands that great libraries create stronger communities, and each branch is an essential hub that reflects the unique needs of the neighborhood it serves. Some of CML's 21 locations are 40 to 50 years old and inadequate to meet the demands of a growing 21st century community. Demands and expectations will continue to grow, along with the population of Franklin County.

CML's aspirational building program is the result of a community-wide process that will continue to serve the needs of Franklin County well into the future. The plan is a multi-phased comprehensive blueprint that reinvents and revitalizes the entire 600,000 square feet maintained by the library.

In addition to being a vital community asset, CML aims to minimize its environmental footprint. CML's goal with each new building is to achieve LEED, or Leadership in Energy and Environmental Design, certification with the U.S. Green Building Council.

Phase one of CML's aspirational building program will transform and significantly upgrade seven urban branches (Driving Park, Whitehall, Parsons, Martin Luther King, Northside, Northern Lights, Shepard) and two suburban branches (Hilliard and Dublin). In addition, changes to Main Library will represent a major investment in downtown Columbus and the Discovery District.

## PROJECT GOALS

The art consultant should have a strong working knowledge of the local and Ohio arts community and the skills and experiences of a variety of artists.

The selected consultant is expected to develop a scope of services for the project in consultation with CML staff. Minority Business Enterprises are encouraged to respond to this solicitation. The scope may include, but not be limited to the following tasks and deliverables:

- Understand CML's vision, mission and goal statements related to our 2020 Vision Plan
- Reach out to qualified artists and reviewing qualifications in order to create a shortlist of artists who would be asked to participate in this program.
- Under consultation with CML, convene an Art Advisory Group, which will to create awareness in the art community, reaching out to qualified artists and reviewing qualifications in order to create a shortlist of artists who would be asked to participate in this program.
- Prepare a work plan and timeline that outlines tasks, milestones and deliverables
- Facilitate the selection of artworks only from Ohio artists.
- Make site visits throughout state (as necessary) for artwork compliance, condition reports, digital photograph, etc., where artwork is purchased and as needed.
- Maintain accurate and current project files including project documentation.
- Provide regular budget updates.
- Coordinate with CML on availability of funds prior to project initiation.
- Ensure compliance with all relevant federal, state, and local rules, regulations and laws; and ensure the timely, efficient, and creative selection of public art..
- Make educational/orientation presentations as needed.
- Provide technical assistance to artists regarding public art and the public art selection process.
- Assist in locating and recruiting artists into the program.
- Serve as liaison between artists and CML.

The Columbus Metropolitan Library reserves the right to revise this RFQ, in whole or in part, at any time. Incomplete submissions will not be reviewed. CML will make every attempt to protect submitted materials; however, it will not be responsible for any loss or damage.

## TIMELINE

The first building, Driving Park, will open May 2014. All remaining projects are identified for completion by early 2017.

## PROPOSAL FORMAT

To facilitate comparison of proposals, vendors must submit proposals in a format that corresponds to the outline below. Proposals must include a table of contents listing all sections.

- A. RFQ Cover Sheet – signed by an officer of the firm.
- B. A summary statement, in clear terms, of your understanding of the proposed project and description to your approach, including a proposed work plan.
- C. Statement as to the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.
- D. Provide a list of projects, highlighting library and other public projects in central Ohio, over the past five (5) years in which the firm has been involved as an. For each project, please include:
  - i. Brief description of the project
  - ii. Owner's name, address, contact person and phone number
- E. Provide the name of all team members, including consultants, that would be assigned to the specific projects identified and the role that they will play. Include a brief description of certifications, skills and abilities of each team member. Roles performed by consultants must be clearly identified.

Submitted materials will not be returned. Applicants will be notified of CML's decision by January 2014.

## PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number CML#13-030 and title of the RFQ (Public Art Master Plan Consultant) clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library  
**Attn: Wanda Dixon, Procurement Specialist**  
96 South Grant Avenue  
Columbus, OH 43215

Proposals may also be delivered in person to the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215. Proposals submitted via e-mail will not be considered.

Any proposals arriving after 12:00 Noon on Wednesday, December 18, 2013 will be marked late and will receive no consideration for selection to provide the requested services. The Library will return, unopened, any proposals that are received after the deadline.

One (1) original, completed and signed in blue ink, and three (3) copies are required. An electronic file of the proposal must also be submitted in .pdf format on either CD-ROM or flash drive.

## **PROPOSAL QUESTIONS**

Any questions or clarifications regarding this RFQ should be sent to [purchasing@columbuslibrary.org](mailto:purchasing@columbuslibrary.org) and reference the Proposal Identification Number (CML#13-030) and title of the RFQ (Master Art Commissioning Agent). All questions should be submitted no later than December 11.

Answers to all questions will be documented and posted on the “Doing Business with the Library” page of the Library’s website at [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business). Answers will be posted no later than Friday, February 8, 2013. .

## **SELECTION PROCESS**

The Library’s selection team will review all proposals and evaluate responses to the RFQ. Firms will be ranked, as required by the qualification-based selection process set forth in Ohio Revised Code Section 9.33, et seq.

A short list of ‘finalists’ will then be required to meet in person, in Columbus, Ohio, with the selection team for a presentation and interview.

At the conclusion of the presentations and interviews, the selection team will then rank the firms on the basis of qualifications and begin contract negotiations with the firm or firms ranked most qualified for the options being considered at this time. If the Library is unable to reach an acceptable price for services with the top-ranked firm(s), the Library will terminate negotiations and move on to the next ranked firm.

Upon successful negotiations, the firm will be presented to the Library's Board of Trustees for approval of the selection and authorization to enter into an agreement for services with the firm(s).

The Library is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

## **EVALUATION CRITERIA**

The qualifications for the Public Art Master Plan Consultant and the basis for the evaluation of qualifications submitted will be:

- Experience of the firm and its employees with comparable projects, including size, nature and complexity
- Competence to perform the required services as indicated by the qualifications of the team assigned to the project
- Demonstrated ability to perform the services competently and expeditiously
- Past performance as reflected in evaluations of previous clients and other professionals with whom the firm has worked, with respect to factors such as control of costs, quality of work, ability to meet deadlines, and ability to work cooperatively with the Owner and other professionals involved with the Project.
- Evidence of financial responsibility

## **PROJECTED TIMELINE**

The projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity and through a notice published on the "Doing Business with the Library" page of the Library's website [www.columbuslibrary.org/about/doing-business](http://www.columbuslibrary.org/about/doing-business).

<b>Activity</b>	<b>Target Completion Date</b>
Issuance of RFQ, Inquiry Period Begins	November 29, 2013
Inquiry Period Ends	December 11, 2013
Final Response to Vendor Questions	December 13, 2013
Proposal Due Date	December 18, 2013
Evaluation and Selection of Short-Listed Firms	TBD
Firm Presentations & Interviews	TBD
Board Approval	TBD