



H I S T O R I C
F R A N K L I N
T E N N E S S E E

**Request for Qualifications
for
Pedestrian Bridge Artwork
The Park at Harlinsdale Farm**

**Date Issued: 1/23/2023
Responses Due: 3/6/2023, 2:00 p.m. Central Time**

City of Franklin Contact:
Heather Eusebio, Research & Planning Specialist
City of Franklin Parks Department
Tel: 615-794-2103 ext. 5311

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Pedestrian Bridge Artwork Design and Construction

1. Background

The City of Franklin Public Arts Commission (FPAC) is inviting artists and artist teams to submit their qualifications to be considered for one or more permanent art commissions at The Park at Harlinsdale Farm, 239 Franklin Road, Franklin, TN 37065. The City of Franklin was awarded a transportation alternative grant for a pedestrian bridge to span the Harpeth River to connect the park to an existing trail system. “The City of Franklin is committed to providing safe pedestrian and bicyclist facilities for its residents and linking critical economic, residential and recreational areas. Projects like this enhance the lives of Franklin citizens and make our community more livable thanks to partnerships of the State of Tennessee Department of Transportation,” stated Franklin Mayor Dr. Ken Moore. The community has expressed an interest in seeing artwork that represents the farm’s history and culture on four featured areas on the new pedestrian bridge. This public art opportunity is administered by FPAC, in partnership with the City’s Parks Department. Funding for this artist opportunity is through a grant.

2. Description of the Art Opportunity

The Franklin Public Arts Commission is using a bifurcated process for the public art commissioning approach for the project. In an effort to create an opportunity for studio artists who have an interest in working in the public realm, FPAC is requesting that potential artists submit their qualifications and examples of work with references. The top three potential artists chosen will be invited to a virtual or an in-person interview with the FPAC.

Each bridge panel to host the artwork measures 2.5 ft x 5 ft as seen in Exhibit A. The finalist must design and be mindful to create a sustainable piece of art that can be maintained, cleaned overtime and waterproof or water resistant as it will be subject to flooding. A biography of the artist will be located on each side of the bridge briefly explaining the idea of each piece.

3. Proposed Timetable

The following proposed timetable is for planning purposes only. The City of Franklin will make every attempt to comply with the dates set forth in this table but reserves the right to adjust this timetable as required during the Request for Qualifications process.

Request for Qualifications Release:	1/23/2023
Response Submittal Deadline:	3/6/2023, 2p.m. Central Time

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4. Selection Process

An artist selection panel may be comprised of, but not limited to, up to the full Franklin Public Arts Commission and City of Franklin Parks representatives. Upon review of all RFQ submissions, the panel will select up to three (3) artists as finalists to develop a proposal.

A City of Franklin Parks Representative will be available during the proposal development process to assist the artists if they require it. The three finalists will be invited to present their proposals virtually/in-person to the selection panel and based upon the proposal reviews and interviews, the artist selection panel will award an artist's and/or artist team to receive a commission. The commissioned artists will need to be available to present their proposal to the community and appropriate City agencies for review and approvals. The commissioned artworks will also be required to comply with all applicable City codes, such as those dealing with safety, accessibility, and procurement concerns.

5. Information to be included in response submittal (Statement of Qualifications)

The response submittal shall be digital, but no more than 16 single-sided 8 ½-inch x 11-inch pages, and shall consist of the following:

Response Submittal Form (1 page): Response Submittal Form (Item #8 herein), executed in full and attached to the front of the original copy of the statement of qualifications.

- A. Title Page and Table of Contents (2 pages): The Title Page should identify the project; the name of the organization/individual, name of the primary contact, address, telephone number and email address. The Table of Contents shall contain the sections and corresponding page number for the items listed below. All pages of the proposal must be clearly identified and consecutively numbered and correspond to the Table of Contents.
- B. Letter of Interest (1 page): Provide a summary of the artist/organization's interest, understanding, and qualifications to perform the services anticipated by the Request for Qualifications.
- C. Artist's Resume (6 pages max): The full name and address of the artist that will provide the services herein shall be stated. Qualifications and office locations of the various team members assigned to the project shall be included. The RFQ shall contain a realistic projection of the percentage of work that will be performed by the artist. If any work is to be performed outside the individual, the organization shall be identified and the location of the office at which the work is performed. Provide an overview of the organization, including organizational structure (e.g., publicly held corporation, private non-profit, partnership, etc.) and a brief history.
- D. Understanding and approach (3 pages max):
 - 1. Provide evidence of understanding the City's service needs as anticipated by the Request for Qualifications, including any recommended changes or revisions.

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2. Provide a summary of the artist's approach to meeting the anticipated scope of work in the Request for Qualifications, including project management considerations for cost and schedule controls.
- E. References (3 pages max): List three (3) clients for whom the artist has provided services closely resembling the services anticipated by the City's Request for Qualifications within the last three (3) years. For each client, describe the type of work performed by the artist, indicate similarities and differences of the client with the City of Franklin, the material, time and labor cost for the work, and note the period of time the artist was or has been retained as a client. For each client, include the name, title, street address, e-mail address, and phone number of a contact person that the City of Franklin may contact as a reference.

6. Evaluation criteria and firm selection

The following criteria will be used to evaluate response submittals:

Artist and Resumes	up to 40 points
Understanding and approach	up to 30 points
<u>References:</u>	<u>up to 30 points</u>
Total Max Score:	up to 100 points

The City may short-list firms for a formal interview process; however, the City reserves the right to select an artist based solely on the information in the response submittals. Following evaluation, the City anticipates entering into contract negotiations with the selected artist, with award made by the Public Arts Commission.

7. Instructions for response submittal

A. Submittal timing:

1. Response submittals to be submitted by deadline. Response submittals delivered after the submittal deadline will be rejected and not evaluated.

B. Submittal to include one (1) complete digital copy: The response submittal shall be submitted through email. The digital copy shall not exceed 100 MB and shall consist of a text-searchable, non-password-protected file in Portable Document Format (PDF). No high-resolution photos shall exceed 25 MB.

C. Delivery of response submittals:

Submittals shall be submitted through email addressed to:

publicart@franklintn.gov

A confirmation email shall be sent notifying of the receipt of your submittal. If you do not obtain a confirmation within two business days your submittal was not received.

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- D. Response submittal contents: The following information shall be included with the response submittal to be considered responsive:
1. Response Submittal Form (Item #8 herein), executed in full and attached to the front of the original copy of the statement of qualifications;
 2. Detailed statement of qualifications responsive to the Request for Qualifications;
 3. Contact information for required references; and
 4. A complete digital copy of submittal documents.
- Note that responses to this solicitation are not to include a proposed fee for services to be rendered.
- E. Response submittal opening: Submittals will not be opened publicly due to the evaluation required.
- F. Ownership of response submittals: Upon receipt, all response submittals shall become the property of the City of Franklin, without compensation to the responding firms, for disposition or usage by the City of Franklin at its discretion.
- G. Questions, request for clarifications: To ask questions, or to request clarifications about any aspect of this solicitation, please contact:

Heather Eusebio

Research & Planning Specialist – Parks Department

Heather.eusebio@franklinton.gov

615-794-2103 ext. 5311

- H. Communication with the City: Prospective respondents shall not communicate about either the content of or the process pertaining to this solicitation with any official, employee or other representative of the City of Franklin except through the City contact listed above. The City reserves the right to disqualify any prospective respondent that initiates unauthorized communication with the City during the solicitation phase.
- I. City's right to reject response submittals, waive formalities: The City of Franklin reserves the right to reject any and all response submittals, and to waive formalities.

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8. Response Submittal Form

This form to be executed in full and attached to the front of the original copy of the statement of qualifications to be considered responsive.

Respondent's firm name, street address, and mailing address (if different):	<hr/> <hr/> <hr/>
Respondent's contact person's name (printed), title, telephone number and e-mail address:	<hr/> <hr/> <hr/> <hr/>
Are the following included with this Response Submittal Form in the submittal? <ul style="list-style-type: none"> • This Response Submittal Form, executed in full and attached to the front of the original copy of the statement of qualifications; • Detailed statement of qualifications responsive to the Request for Qualifications; • Contact information for required references; and • a complete digital copy of submittal documents. 	<input type="checkbox"/> Yes, see enclosed. <input type="checkbox"/> No, respondent chooses <u>not</u> to include all of these components (WARNING: doing so may cause the City to deem the submittal non-responsive).
Acknowledge any and all issued addenda to this solicitation: Prior to submitting its response, it is the responsibility of each potential respondent to determine whether any addenda have been issued by the City.	<input type="checkbox"/> Addenda No(s). _____. <input type="checkbox"/> No addenda.
Signature of respondent's authorized representative:	<hr/>
Title of respondent's authorized representative:	<hr/>
Date of signature:	<hr/>
Subscription and affirmation of respondent's authorized representative: By submission of this response, each submitter and each person signing on behalf of any submitter certifies, and in the case of a joint submittal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each submitter is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.	

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Exhibit A

