

**REQUEST FOR PROPOSAL NO. 17-3621-004
FOR ARTISTS TO PRODUCE VARIOUS TYPES OF ART FOR DISPLAY IN THE
GUAM CONGRESS/GUAM LEGISLATURE BUILDING**

RFP#17-3621-004 - Issue Date: November 21, 2016

Responses Due Date and Time: December 20 , 4:00 p.m., Chamorro Standard Time (ChST)

ISSUING AGENCY INFORMATION

33rd Guam Legislature
Vincent P. Arriola, Executive Director
Point of Contact:
155 Hesler Street
Hagåtña, Guam 96932
Phone: (671) 472-3464
Website: www.guamlegislature.com

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: angie.taitague@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: 17-3621-004
RFP Title: Request for Proposals for Artists
Capable of Producing Various Types and Works of Art
to be displayed or exhibited in the GUAM
CONGRESS/GUAMLEGISLATURE BUILDING.
Responses Due: December 21, 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

TABLE OF CONTENTS

INTRODUCTION.....	2
ELIGIBILITY.....	2
SUBMITTALS.....	2
LOCATION.....	3
SELECTION PROCESS.....	3
COMPLETING THE WORK.....	4
PROJECT SCHEDULE.....	5

GUAM CONGRESS/GUAM LEGISLATURE BUILDING

Request for Proposals 17-3621-004

INTRODUCTION

The Guam Legislature 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 GUAM CONGRESS/GUAM LEGISLATURE BUILDING. All selected art must speak to the theme: "People's Voice". The artwork should reflect the voices of those that were seated and empowered in the congress/legislature who brought to action the voices of our island community in the past and the vision of the future; as well as the preservation efforts showcasing the significance of this historic site.

The Guam Legislature, 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
Sculptors

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 (as 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.

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

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

LOCATION

All artwork will be displayed or exhibited in the GUAM CONGRESS/GUAM LEGISLATURE. 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 CAHA's website at: <http://www.guamcaha.org/> or the Guam Legislature's website at www.guamlegislature.com or the Guam Preservation Trust's website at: www.guampreservationtrust.org 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, comprised of representatives from the Guam Legislature, Guam Preservation Trust, Guam Artist Community, and CAHA, 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 the Guam Legislature reserve the right to request additional information. All final concepts and craftwork samples will become the property of CAHA/Guam Legislature 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 Guam Legislature 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 the Guam Legislature. From the outset, the work of all artisans will be closely coordinated by CAHA, the selection committee, Guam Legislature and Guam Preservation Trust 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, the Guam Legislature and Guam Preservation Trust 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 will approve sketches to ensure that the design intent is being met and that the final deliverable is in keeping with the vision of the Guam Legislature and Guam Preservation Trust.

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	November 21, 2016
Orientation at CAHA Gallery	December 3, 2016
Review of project requirements	
Review of artwork spaces within the building	
Discussion of theme/concept	
RFP Responses Due	December 21, 2016
(*Responses must be submitted directly to the CAHA Office - No email or fax submissions will be accepted.)	4:00pm Chamorro Standard Time (ChST)
Evaluation of Applications	December 27, 2016
Select and Commission Artists	December 30, 2016
Production of Artwork	January 6, 2017
Final Artwork Due	January 31, 2017
Installation of Artwork	February 6, 2017