



Tualatin Development Commission

Call to Artists Request for Proposals

TUALATIN GATEWAY FEATURE AND MONUMENT SIGN PROJECT



ESTIMATED BUDGET:	\$325,000 to \$375,000 (maximum available funds)
ELIGIBILITY:	Artists/artist teams in the greater Pacific Northwest
PRE-PROPOSAL MEETINGS:	July 15, 2:00 pm and August 11, 2:00 pm Tualatin Council Building, 18880 SW Martinazzi Avenue
APPLICATION DEADLINE:	September 27 - 5:00 pm
FOR MORE INFORMATION:	Becky Savino, bsavino@ci.tualatin.or.us 503.691.3062 http://www.ci.tualatin.or.us/business/bidsrfps/index.cfm

A. PROJECT DESCRIPTION

Tualatin seeks an artist or collaborative team to design, create, and install a gateway feature with either a separate or integrated monument sign at Tualatin's main entrance on Tualatin-Sherwood Road. The gateway feature will welcome people to Tualatin in a manner that reflects Tualatin's unique characteristics and creates a sense of place for people entering the city. The challenge will be to capture the essence of Tualatin in the gateway and monument sign project.

The Gateway and Monument Sign Project is part of a larger Tualatin-Sherwood Road Landscape Beautification Project and coordination in design and timing between the two is essential.

Project Location

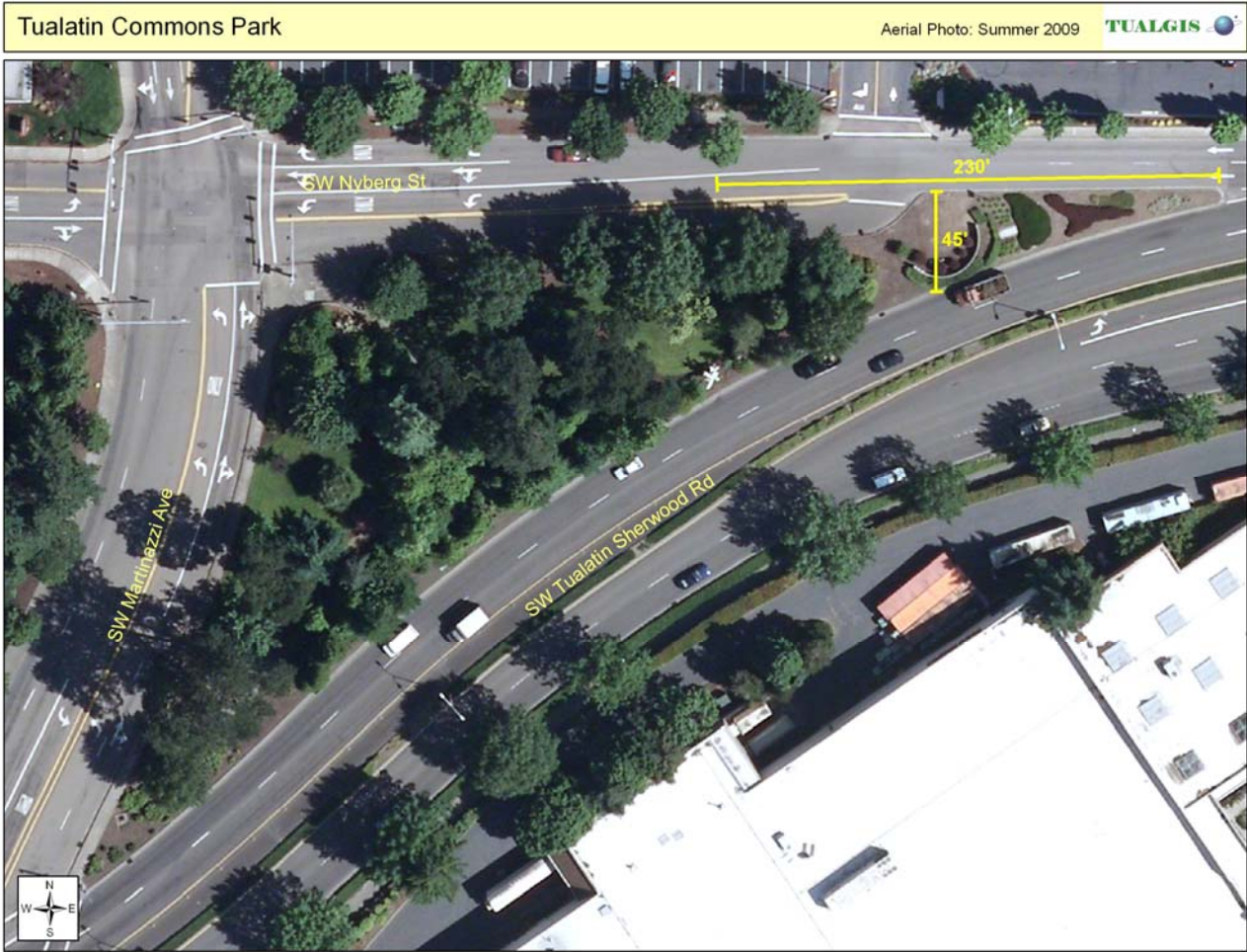
Gateway Feature and Monument Sign

The project site is located at the east end of Tualatin Commons Park on Tualatin-Sherwood Road just west of I-5, exit 289, where Tualatin-Sherwood Road and Nyberg Street divide.



Tualatin Commons Park (project site) on left, Interstate 5, exit 289 on right

Tualatin Commons Park is .64 acres and is located at 7880 SW Nyberg Street. The area for the gateway feature and monument sign includes the eastern tip of the park where the existing concrete sign and perennial plantings are located. The area is about 4,700 square feet in size. The approximate number of cars passing by this location each day heading westbound is 18,677 and eastbound is 20,136.



Project Area on Right



Project Site: East to West



Project Site: North to South



Project Site: South to North

Tualatin-Sherwood Road Beautification Project

The project includes installation of landscape trees and shrubs and decorative traffic signal poles and street lights within the right of way of the Tualatin-Sherwood Road corridor between the east boundary of Tualatin Commons Park and Mohave Court (west of Boones Ferry Road). The street landscape design theme will be like a nature greenway featuring an informal expression of riparian and wetland landscape including:

- Multi-level continuous conifer and broadleaf tree canopy
- Native, native-adapted and diverse plant palette
- Stormwater treatment and habitat potential
- Large and medium shrubs and stormwater plants



Tualatin-Sherwood Road Beautification Project boundary

Design Objectives and Considerations

- The gateway installation must be boldly prominent, warmly inviting and highly visible both day and night on a site primarily viewed by those driving in vehicles at a “Y” intersection that splits left and right of the site for the gateway installation, and yet not be unduly distracting to motorists.
- The gateway installation must be artistically relevant and uniquely reflect the essence of Tualatin.
- The gateway must include highly readable signage that is visible day and night and clearly announces the entrance to the City of Tualatin to west bound traffic.
- The gateway may use natural materials as well as other materials that have relevance to the area, and include water (real or represented) in a form to represent the Tualatin River.
- The gateway installation must have low operating and maintenance costs and be vandal resistant.

Background Information on Tualatin

Tualatin shares its name with the peaceful river that meanders along its northern edge. It takes pride in its history and in identifying with a rich natural environment that offers its 27,000 residents an unusually wide range of recreational choices only 12 freeway miles south of busy Portland.

Parks, greenways and walking paths abound, as do opportunities for birdwatching, canoeing, kayaking and fishing. Natural areas weave throughout the city, which is framed by open spaces and adjoins the expansive Tualatin River National Wildlife Refuge.

Its seven square miles are a mix of residential, commercial and industrial development. The center of town is home to businesses, restaurants, a new library, and a man-made lake that serves as a recreational centerpiece, gathering spot and venue for concerts and special events. There is an ArtWalk for residents and visitors to explore and learn about Tualatin’s public art, natural, and cultural history. Tualatin’s Visual Chronicle paintings are on display along the ArtWalk. The Visual Chronicle is a collection of art documenting the historical and current life of the Tualatin community.

With tree-lined streets creating a leafy green environment, Tualatin has been designated a Tree City USA for the past 23 years. It enhances this honor by giving special trees or stands a Tualatin Heritage Tree designation.

The City also has gained national recognition for the annual Tualatin Crawfish Festival, which draws thousands to the main community park for entertainment, food, displays and a crawfish-eating contest. And Tualatin’s West Coast Giant Pumpkin Regatta was recently named “Best Festival in Oregon” by Oregon Festival and Events Association.

Today, Tualatin is looking to the future with its Town Center Vision, adopted by the City Council to guide the redevelopment of the downtown area. It emphasizes a mixed-use living, working and playing environment that integrates the Tualatin River and other natural features. It also calls attention to a full-service community with civic, social, commercial and cultural functions — all within walking distance — while encouraging safe bicycle and pedestrian activity and identifying public transit options.

In the future, the City intends to develop a consistent appearance for each of the city's entrances. This could be accomplished in a manner that may be similar, smaller and/or simplified forms of the Tualatin-Sherwood Road gateway feature and/or monument sign. The secondary gateways could be scaled depending on the type and functional use of the roadways. The current project does not involve creation of proposals or concepts for the secondary gateways and this information is provided solely so the proposers can be aware of the potential relationship between the projects.

Tualatin openly treasures its cultural history. In early years, the Atfalati tribe of the Kalayapua Native Americans used the river for transportation. Oregon Trail settlers later built ferries and plied the waters with steamships. There was a brick factory and a sawmill as well. Incorporated in 1913, Tualatin grew slowly, claiming less than 1,000 residents only 40 years ago. Today, it is nearing its maximum capacity of 30,000 and includes a growing Latino population, now about 12 per cent of the total. Tualatin focuses on its youth who are active in the community, benefit from involved parents, and are educated through an excellent school system.

Names of early settlers adorn natural areas and city streets, and the community logo combines the look of a tree with a Native American theme. A new pedestrian and bicycle bridge over the Tualatin River, uniting more than 200 acres of parks and open space owned by the city and its neighboring communities, was named for Ki-a-Kuts, the last leader of the Atfalati tribe.

Prehistory, too, is celebrated in Tualatin. Within one mile of the Gateway site, a 13,000-year-old mastodon ribcage was excavated and bones of a giant ground sloth were found.

B. SCOPE OF PROJECT

The artist or team selected for the work will be expected to perform the following tasks:

1. Design, create and install the gateway feature and monument sign in a professional manner within budget and schedule.
2. Communicate regularly with City staff and consultants on the project which includes coordination with the landscape design and general contractor on utilities and base.
3. Return the proposal for review and approval, if any significant changes occur in the scope, material or design of the work after original approval under City procedures.

4. Complete Design Phase Conservation Evaluation form specifying materials and sources; methods of fabrication; installation specifications; method and frequency of maintenance; desired appearance; estimated life of work and guarantee work as provided for in the Contract.
5. Complete Conservation Record Form when the artwork is completed, to provide the City with all the information needed to maintain the gateway feature and monument sign.

C. SUBMISSION REQUIREMENTS

Artist(s) shall provide the following material in order for their proposal to be reviewed:

1. Letter of Interest

- a. Conceptual intent for the Gateway Feature and Monument Sign. Drawings must be included.
- b. Proposed budget including a breakdown of major cost elements.
- c. A statement that design, production, and installation can be achieved on the proposed timeline or propose an alternative schedule.
- d. Letter of interest must be submitted in a printed 8-1/2 x 11 format.

2. Artist's Qualifications

- a. Resume no greater than 2-page length, submitted in a printed 8-1/2 x 11 format.
- b. Detail of experience with large scale artwork and signage.

3. List of Images of previous work

- a. Submit a list of the provided images in a printed 8-1/2 x 11 format.
- b. Number images as follows:
01[Artistname].jpg
02[Artistname].jpg
- c. Describe each image including the title of each work, its dimensions, media, year created, and conceptual information.

4. Digital Images

- a. Up to 10 images of recent work. If applying as a team, submit up to 10 images for each member including any collaborative work previously created by this team.
- b. Images must be saved in JPG format in highest or maximum quality (or at 300 dpi).
- c. File name must include .jpg file extension (e.g. "01smith.jpg" vs. "01smith").
- d. If video is submitted, it must be viewable on Windows Media Player or Quick Time applications with appropriate file extension.
- e. Digital images may be submitted on CD's, DVD's or USB thumbdrive and labeled with artist's last name and address.

- 5. Return of Materials
 - a. A self-addressed, stamped envelope for return of electronic media, if desired.
- 6. Hard Copies Only
 - a. Email submissions and snapshots will not be accepted.
 - b. Personal websites will not be viewed in lieu of submitting printed resumes or images.

D. SCHEDULE AND REVIEW PROCESS

Submit fifteen (15) copies of the proposal by September 27, 2010, 5:00 pm to:

Becky Savino
Community Services Program Manager
Tualatin Development Commission

<u>By Mail at:</u>	<u>In Person at:</u>
18880 SW Martinazzi Avenue	8515 SW Tualatin Road
Tualatin, OR 97062	Tualatin, OR

Project Timeline

The Commission reserves the right to modify the schedule listed below. Changes will be posted no later than August 30, 2010.

- First Artist pre-proposal meeting July 15, 2010, 2:00 pm
- Second Artist pre-proposal meeting August 11, 2010, 2:00 pm
- RFP responses due **September 27, 2010, 5:00 pm**
- Committee review September 30 – October 13, 2010
- Finalists determined October 18, 2010
- Interviews October 27, 2010
- Award notification November 23, 2010
- Final installation July 18 - 22, 2011

Pre-Proposal Meetings

Artists interested in responding to this RFP are invited to attend one or both of the non-mandatory pre-proposal meetings at the City Council Building. Both sessions will be held at the City Council Building, 18880 SW Martinazzi Avenue, Tualatin, OR. The Council Building is located across the access driveway from the Tualatin Public Library.

Selection Criteria

The Commission's objective is to welcome people to Tualatin in a manner that reflects Tualatin's unique characteristics and creates a sense of place for people entering the City. Specifically, the criteria that will be used in the selection process include the following:

- Quality
- Style
- Nature
- Permanence
- Elements of Design
- Public Safety and liability
- Diversity
- Range
- Experience completing projects of similar complexity and scale

Selection Process

1. The Gateway Selection Committee will review all proposals.
2. Short-listed artists or teams may be invited to provide additional information and/or participate in an interview to assist the committee in completing the selection process.
3. All artists/teams will be notified of the Committee's recommendation to the Commission for award. Staff will prepare an artist contract (see attached) for execution by the selected artist/team and inclusion in the staff report recommending the award.
4. The Tualatin Development Commission will award the contract.

E. FOR FURTHER INFORMATION, CONTACT:

Becky Savino
Community Services Program Manager
Tualatin Development Commission
18880 SW Martinazzi Ave.
Tualatin, OR 97062
Phone: 503.691.3062
Fax: 503.691.9786
bsavino@ci.tualatin.or.us
<http://www.ci.tualatin.or.us/business/bidsrfps/index.cfm>

TUALATIN DEVELOPMENT COMMISSION

PERSONAL SERVICES CONTRACT- Artist Services
TUALATIN GATEWAY FEATURE AND MONUMENT SIGN PROJECT

THIS CONTRACT is entered into as of the date first indicated on the signature page by and between the TUALATIN DEVELOPMENT COMMISSION of the State of Oregon ("Commission"), and _____ ("Contractor").

THE PARTIES AGREE AS FOLLOWS:

A. SCOPE OF WORK

The Contractor shall create artwork ("Work") as outlined in the "Scope of Work," which is attached as Attachment A and incorporated into this contract by this reference.

B. DURATION OF CONTRACT

The Contract shall remain in force and effect from the date set forth below until _____, 201_.

C. PAYMENT

1. Amount.

Contractor shall be compensated for all goods, materials, and services as follows: a fixed fee in the amount of _____.

2. Manner of payment.

A mutually agreeable payment schedule will be determined upon execution of this contract.

3. Social Security or Employer Identification Report/Date of Payment.

No payment shall be due to the Contractor until the Contractor has completed and submitted the IRS Form W-9 Request for Taxpayer Identification and Certification to the City's Finance Department.

D. TIME IS OF THE ESSENCE

Contractor agrees that time is of the essence under this Contract.

E. TERMINATION

1. Parties' Right to Terminate for Convenience.

This Contract may be terminated at any time by mutual written consent of the parties.

2. Commission's Right to Terminate for Cause.

Commission may, at its sole discretion, terminate this contract, in whole or in part, upon 10 days notice to Contractor.

3. Commission's right to Terminate for Cause.

Commission may terminate this Contract, in whole or in part, immediately upon notice to Contractor, or at such later date as the Commission Administrator may establish in such notice, upon the occurrence of any of the following events:

- (a) Commission fails to receive funding or appropriations, limitations or other expenditure authority at levels sufficient to pay for Contractor's Work;
- (b) Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Work under this Contract is prohibited or Commission is prohibited from paying for such Work from the planned funding source;
- (c) Contractor no longer holds any license or certificate that is required to perform the Work; or
- (d) Contractor commits a material breach or default of a covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified or any extension agreed to by Commission, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within 5 business days after delivery of the Commission Administrator's notice, or for a longer period of cure as the Commission Administrator may specify in the notice.

4. Contractor's Right to Terminate for Cause.

Contractor may terminate this Contract upon 30 days' notice to the Commission Administrator if Commission fails to pay in accordance with this Contract and Commission fails to cure within 30 business days after receipt of Contractor's notice, or for a longer period of cure as Contractor may specify in the notice.

5. Contractor's Tender upon Termination.

Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract, unless the Commission Administrator expressly directs otherwise in the notice.

Upon termination of this Contract, Contractor shall deliver to the Commission Administrator all documents, information, works in-progress and other property that are or would be deliverables had the Contract been completed. Upon the Commission Administrator's request, Contractor shall surrender to anyone the Commission Administrator designates, all documents, research or objects or other tangible things needed to complete the Work.

F. OWNERSHIP OF WORK, WARRANTIES AND REPRODUCTION

1. Title.

Title to the Work shall pass to the Commission upon final acceptance.

2. Ownership of Documents, Models.

Upon final acceptance, all studies, drawings, designs, and models prepared and submitted under this Contract shall be returned to Contractor and shall belong to Contractor. Commission may select and shall convey to Commission one of the original drawings and maquette submitted as part of the Proposal, the Commission representing that such drawing and maquette will be used by it solely for exhibition and held by it in permanent safekeeping.

3. Warranties of Title.

The Contractor represents and warrants that:

- (a) the Work is solely the result of the artistic effort of the Contractor;
- (b) except as otherwise disclosed in writing to the Commission, the Work is unique and original and does not infringe upon any copyright;
- (c) that the Work, or a duplicate of the Work, has not been accepted for sale elsewhere; and
- (d) the Work is free and clear of any liens from any source.

4. Warranties of Quality and Condition.

Contractor represents and warrants, except as otherwise disclosed to Commission in writing in connection with submission of the Proposal that:

- (a) Contractor shall accomplish the Work using a standard of performance commensurate with the highest degree of artistic professionalism;
- (b) the execution and fabrication of the Work will be performed in a workmanlike manner;
- (c) the Work, as fabricated and installed, will be free of defects in material and workmanship, including any defects consisting of "inherent vice" of qualities that cause or accelerate deterioration of the Work; and
- (d) reasonable maintenance of the Work will not require procedures substantially in excess of those described in the maintenance recommendations to be submitted by Contractor to Commission under this Contract.

The warranties described in this subsection (4) Contractor shall survive for a period of one year after the final acceptance of the Work. Commission shall give notice to Contractor of any observed breach with reasonable promptness. Contractor

shall, reasonably and promptly, at the request of Commission, and at no cost to Commission, cure the breach of any such warranty that is curable by the Contractor and consistent with professional conservation standards, including, for example, cure by means of repair or refabrication of the Work.

G. REPRODUCTION RIGHTS

1. General.

Contractor retains all rights under the Copyright Act of 1976, 17 U.S.C. §§ 101 et seq., and all other rights in and to the Work except ownership and possession, except as such rights as are limited by this Section. In view of the intention that the Work in its final dimension shall be unique, Contractor shall not make any additional exact duplicate, reproductions of the final Work, nor shall Contractor grant permission to others to do so except with the written permission of Commission. Contractor grants to Commission and its assigns an irrevocable license to make reproductions of the Work for non-commercial or for City fundraising purposes, including but not limited to reproductions used in advertising, tee-shirts, caps, booklets, brochures, media publicity, and catalogues or other similar publications.

2. Credit to Contractor.

All reproductions by Commission or the City shall contain a credit to Contractor and a copyright notice in substantially the following form: © (Name of Contractor), date of publication.

3. Credit to Commission or the City.

Contractor shall use his or her best efforts to give a credit reading substantially, "An original work owned and commissioned by the Tualatin Development Commission and the City of Tualatin," in any public showing under the Contractor's control of reproductions of the Work.

H. INSURANCE

Contractor shall not perform any work under this Contract until Commission has received copies of applicable insurance policies or acceptable evidence that the insurance indicated as required in this Contract is in force.

1. Scope of Insurance.

Prior to the commencement of this Contract, Contractor shall obtain and shall maintain in full force and effect for the term of this Contract, at Contractor's expense, the policies indicated below for the protection of Contractor. Contractor shall not undertake any acts that shall affect the coverage afforded by the insurance required in subsection 4 of this section.

If no automobile liability insurance policy is required in subsection 4, Contractor expressly acknowledges and agrees that Commission is not providing any automobile insurance to and that as to the Commission and any third parties, Contractor bears

sole liability for claims, damages, injury (including death) and losses, arising out of or resulting from 's operation of Contractor's automobile or any other automobile, regardless of whether such use is related to Contractor's work under this Contract, and Contractor shall make no claim against the Commission for any claim, damage, injury, or loss resulting from such operation. Notwithstanding the foregoing, Contractor further agrees that Contractor shall not transport any third parties while performing services under this Contract in Contractor's automobile or any other automobile unless Contractor has obtained the prior written consent of Commission.

2. Coverage Amount.

The policies shall be issued by a company authorized to do business in the State of Oregon, protecting the Contractor or subcontractor or anyone directly or indirectly employed by either of them against liability for the loss or damage of personal and bodily injury, contractual liability, death and property damages, and any other losses above mentioned with limits not less than stated in subsection 4 below or the limit of public liability contained in ORS 30.260 to 30.300 for any policy, whichever is greater.

3. Certificate of Insurance/Additional Insured Endorsement.

Contractor shall cause the insurance company to provide the Commission with

- (a) a certificate of insurance, and
- (b) if an additional insured endorsement is indicated in subsection 4 below, an endorsement naming the Commission and the City, its officers, agents, and employees as an additional primary insured for the policies indicated above.

The certificate of insurance shall require that the insurance company provide the Commission written notice of cancellation or material modification of the insurance contract for not less than the following notice for the purposes states: 30 days prior notice for reasons other than non-payment; 10 days prior notice for non-payment.

4. Insurance Policy Requirements.

(a) Contractor, its subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017. Contractor will maintain the following insurance throughout this Agreement:

(b) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from the use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.

(c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of Contractor or of any of its employers, agents, or subs, with \$1,000,000 per occurrence and in the aggregate or if is unable to obtain such coverage,

the Commission may allow other coverage to be substituted for this provision acceptable to the Tualatin City Attorney.

(d) Coverage provided by these policies shall be primary and any other insurance carried by Commission and the City is excess. Contractor shall be responsible for any deductible amounts payable under all policies of insurance.

I. COMMISSION'S PROJECT MANAGER

Commission's Project Manager is Becky Savino. Commission shall give prompt written notice of any redesignation of its Project Manager.

J. DUTY TO INFORM

If during the performance of this Agreement or in the future, Contractor becomes aware of actual or potential problems, faults, or defects in the project, any nonconformance with the federal, state or local law, rule, or regulation, or has any objection to a decision or order made by Commission with respect to such laws, rules, or regulations, Contractor shall give prompt written notice to Commission's Project Manager.

K. CONTRACTOR IS INDEPENDENT CONTRACTOR

Contractor is an independent contractor for all purposes and is entitled to no compensation other than that provided under this Agreement.

L. SUBCONTRACTING

1. Contractor may not utilize any subcontractors or in any way assign its responsibility under the Agreement without first obtaining the express written consent of Commission.

2. Contractor shall be responsible for and indemnify and defend Commission and City against any liability, cost, or damage to the extent and proportionate to that arising out of subcontractor's negligent acts. Such responsibility and indemnification shall be limited to the maximum extent of \$1,000,000. Subcontractors will meet the same insurance requirements of Contractor under this Agreement, unless otherwise specifically agreed to by Commission, and shall be subject to the provisions of this section.

M. STANDARD PROVISIONS

1. Contractor shall promptly pay any claim for labor, materials, or services furnished to Contractor by any person in connection with this Agreement as it becomes due and not permit any lien or claim to be filed or prosecuted against Commission for labor or material furnished to or on behalf of Contractor. If Contractor fails, neglects, or

refuses to make prompt payment of such a claim, Commission may pay the person furnishing the labor, materials, or services and charge that amount against funds due Contractor under this Agreement.

2. No person shall be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of absolute necessity, emergency, or where the public policy absolutely requires it, in which event the person or persons so employed for excessive hours shall receive at least time and a half pay for all overtime in excess of eight hours in a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or for all overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and for all work performed on Saturday and on each Sunday, New Year's Day on January 1, Memorial Day on the last Monday in May, Independence Day on July 4, Labor Day on the first Monday in September, Thanksgiving Day on the fourth Thursday in November, and Christmas Day on December 25 as provided in ORS 279C.520.

3. Contractor shall make prompt payment as due to any person, co-partnership, association, or corporation furnishing medical, surgical, and hospital care or other needed care and attention incident to sickness or injury to the employees of such Contractor, of all sums which Contractor agrees to pay for such services and all monies and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service.

4. Should Contractor elect to utilize employees on any aspect of this Agreement, Contractor shall be fully responsible for payment of all withholding required by law including, but not limited to, taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Contractor's responsibility. Contractor shall indemnify, defend, and hold Commission harmless from claims for payment of all such expenses. Unless otherwise expressly set forth on Attachment A as a reimbursable expense item, specific costs associated with items set forth in this paragraph shall be borne by Contractor.

5. No person shall be denied or subjected to discrimination in receipt of benefits of any services or activities made possible or resulting from this Agreement on grounds of sex, national origin, race, color, creed, marital status, age, or disability. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement in whole or in part by Commission.

N. COORDINATION

Commission may let other agreements be coordinated with this Agreement. Contractor shall cooperate with other firms, engineers, or subcontractors on the project and the Commission so that all portions of the project may be completed in the least possible time within normal working hours.

O. ADHERENCE TO LAW

Contractor shall adhere to all applicable federal and state laws. Contractor shall maintain any certificates, licenses, or permits required by statute, administrative rule, or local ordinance throughout the term of this Agreement.

P. MODIFICATION

No modification of this Agreement is enforceable unless it is in writing and signed by both parties.

APPROVED AND ENTERED this _____ day of _____, 20____.

(Contractor)

Address _____

Telephone _____

Contractor's Federal ID Number or
Social Security Number

Tualatin Development Commission

By _____
Commission Administrator

18880 SW Martinazzi Avenue
Tualatin, OR 97062

Attachment A

SCOPE OF WORK

The artist or team selected for the work will be expected to perform the following tasks:

1. Design, create and install the gateway feature and monument sign in a professional manner within budget and schedule.
2. Communicate regularly with staff and consultants on the project which includes coordination with the landscape design and general contractor on utilities and base.
3. Return the proposal for review and approval, if any significant changes occur in the scope, material or design of the work after original approval under Commission procedures.
4. Complete Design Phase Conservation Evaluation form specifying materials and sources; methods of fabrication; installation specifications; method and frequency of maintenance; desired appearance; estimated life of work and guarantee work as provided for in the Contract.
5. Complete Conservation Record Form when the artwork is completed, to provide the Commission with all the information needed to maintain the gateway feature and monument sign.