



CITY OF PEEKSKILL
CITY HALL

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REQUEST FOR QUALIFICATIONS

**JAMES STREET PARKING GARAGE PUBLIC ART COMPETITION
CITY OF PEEKSKILL, NEW YORK**

Submittal Due: 12 Noon on Friday, March 26, 2010

A. Introduction and Summary:

The City of Peekskill is soliciting qualifications from experienced Artists and/or Artist Teams to design and install original artwork on the exterior and interior of the James Street Parking Garage, located at the corner of James Street and Park Street in downtown Peekskill. The submittal of professional qualifications, a letter of interest, and similar samples of work in response to this RFQ will be the first stage in the James Street Parking Garage Public Art Competition.

In supporting a public art initiative, the City recognizes that public art promotes the City of Peekskill as a lively and engaging city. Objectives of the program are to support culture and the arts in Peekskill, to celebrate our diverse community, and to improve the quality of life for all citizens through the integration of public art in prominent public spaces throughout the City, including downtown.

The James Street Parking Garage is located in an important downtown area within the City's Artist District and Historic District, and serves a wide variety of businesses, residents and visitors. An attractive and inviting garage will help to support the downtown businesses, and encourage people to park in a previously underutilized parking structure.

The public art competition will be managed jointly by the Peekskill Department of City Services and the Department of Planning and Development. Input from the City Manager, the Mayor and Common Council, the local artist community, business people and concerned citizens will also be welcomed.

B. Parking Garage Design Elements

The James Street Parking Garage is a five-story parking structure accommodating up to four hundred fifty vehicles and is located at the northwest corner of Park Street and James Street. The façade is characterized by a Kor-Ten Steel open air frame which has not weathered to the desired patina over time, but has rusted to a dark brown. The primary pedestrian entrance of the building faces Park Street with a glass and brick tower housing the stairwell and elevators. A secondary pedestrian entrance is located on James Street. An architect's rendering of the existing structure and current photos of the garage are attached. One site visit will be held on Wednesday, March 10, 2010 at 11am at the site.

Three potential locations on the garage for public art have been identified:

- On the brick wall space of the James Street entrance stairwell tower
- On the brick wall space of the Park Street entrance stairwell tower
- Along all four sides of the garage, both interior and exterior, so as not to block the natural light that currently enters the garage.

C. Scope of Project

The winning artist will prepare a preliminary design for the garage artwork, and present it to the Common Council for comment. The artist will be expected to refine their preliminary design after receiving input from the City. Several Council presentations may be needed to reach a final design. The artist or a subcontractor will then be required to install the art on the garage. The art work must be designed at an appropriate scale for the garage, allow natural light to enter the garage, and be made of durable, low maintenance materials. The garage must remain fully functional and open to the public during installation. The interior artwork should not reduce the number of parking spaces in the garage, nor interfere with its functioning. Existing garage lighting will remain, and proposed lighting to highlight the art at night will be considered. The artist must also prepare a maintenance manual for the artwork including all materials, colors and methods, so that future repairs and touch-ups to the artwork can be made by the City.

D. Process

The award for the creation of public art will be achieved through a two-stage competition, administered by the City of Peekskill.

- Stage One (this RFQ): Submittal of qualifications from artist/artist teams. A Committee will interview and select qualified artists/artist teams who will be invited back for Stage Two. Artists' experience with similar projects, quality of past work and their expressed interest in the project are the primary considerations at this stage.

- Stage Two (Deadline to be announced): Approximately four short-listed artists/artist teams (finalists) will be invited to prepare concept drawings and/or maquettes for the garage, both interior and exterior, accompanied by textual descriptions, and to present their work to the Common Council. Sufficient time will be provided for the artist to develop their concept, and the cost to prepare these drawings will not be reimbursed. A description of the artwork's longevity and life cycle and general maintenance requirements and costs must be submitted at this time, as well as a timeline for completion of the work. Your fee proposal should include all materials, supplies and reimbursable expenses. A budget sheet will be provided. The finalists will be asked to submit additional hard copies of their proposal and samples of work, which will be distributed to the Common Council.

The finalists' designs will be reviewed by the City's Consulting Engineer for a structural determination and safety considerations before the presentation to Council and final decision on the preferred artist. The City will enter into a contract with the approved artist/artist team. The artist and installer must carry liability insurance in the amounts specified by the City of Peekskill: General Liability, Auto and Workers Comp: \$1 million; Excess/Umbrella Liability: \$3 million. In addition, the installer must be paid NYS Prevailing Wage Rates.

E. Evaluation Criteria

The City will use a "best value" method to select the preferred artist, not necessarily the lowest bidder. All qualifications submitted to the City for Stage One will be evaluated on, but not limited to, the following criteria. These should be addressed in your submittal:

1. Applicable Experience – Quantity and type of experience with similar work.
2. Performance on Past Projects - Success on previous projects of a similar nature, and reputation among previous clients
3. Approach to Project – Applicant's understanding of project, and your approach to the design
4. Cost Saving Innovations – Presentation of cost saving ideas for the project (if any)
5. Adequate Resources - Sufficient staff, expertise and resources to complete proposed work, including installation
6. Project Proximity - Physical location of firm(s) in order to maximize attention to this project.
7. Proposal Quality - Readability, completeness, brevity and organization of written qualifications and quality of oral presentation at interview
8. Liability insurance – Ability to obtain adequate coverage for this project.

Note: During the Stage Two evaluation, the short-listed artists will be evaluated based upon the proposed design, the artist's willingness to collaborate in making revisions to the design, structural integrity, the artwork's longevity and maintenance requirements, total fee and timeframe to complete the project.

F. Submission Requirements:

Submission for Stage One must include:

1. Letter of interest stating qualifications, relevant experience and a description of your approach to public art at this site with answers to the evaluation criteria listed in E above.
2. Curriculum vitae and current contact information for each individual working on the project
3. High resolution image files (jpg) on CD, that illustrate your past public art projects. If possible, use a power point presentation format and provide information for each image (title, size, medium, location, year created). Provide approximate cost to produce and install each project, if available. Provide the client's name and phone number for each project.
4. Two letters of reference from past public art project sponsors
5. Proof that adequate liability insurance can be secured

G. Submittal Instructions:

Two hard copies and one electronic copy in PDF format should be submitted **by 12 noon on Friday, March 26, 2010**. Submittal should be marked: **James Street Parking Garage Public Art Competition**. Facsimile or electronic mail submittals will not be accepted. Submit to:

Office of the City Clerk
City of Peekskill
City Hall, 840 Main Street
Peekskill, New York 10566
914-737-3400

Incomplete and/or late submissions will not be considered. The City is not responsible for damage to, or loss of, proposals or supporting materials.

Please respond by e-mail if you expect to attend the site visit on March 10th at 11am. The site visit is not mandatory, but it is recommended.

Please submit all questions about this RFQ by email by March 15th to Anthony J. Ruggiero, AICP, Director of Planning, at aruggiero@cityofpeekskill.com or to Howard Wessells, Deputy Director of City Services, at hwessells@cityofpeekskill.com. Responses will be emailed on or about March 19th to those who attend the site visitor or express interest in the project via e-mail.

H. Additional Information:

- The final design and product, approved by the Common Council, will be the property of the City of Peekskill. No payment will be made to the artist until the final design is submitted to the City. If the artist fails to complete the design, no payment will be due. In the event that the artist is not able to complete the design and/or installation, the City has the right to use his/her design to complete the work by another party.
- Information in each submittal shall be considered public information by the City of Peekskill. Any information considered to be trade secrets, privileged or confidential should not be revealed in the proposals.
- The City of Peekskill retains the right to reject any and all submittals, and to consider all or part of each proposal, with or without cause. The City also reserves the right to consider and rely upon factors other than pricing in its selection process. The City is not required to choose the lowest bidder.
- The City reserves the right to terminate the competition at any stage, including a decision not to select a winning competitor.
- Any costs incurred by the respondents in preparing or submitting qualifications, a proposal or interviewing for this project shall be the respondents' sole responsibility.
- The City requires affirmative action; therefore the individual or firm will not discriminate against any person in accordance with federal, state and local laws and regulations.