



Department of Purchasing &
Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: August 15, 2023

Request for Quotation No. 23-3003808

Mural Installation at Mason Mill Park

DeKalb County, Georgia is requesting a quotation for the following:

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Bidder Affidavit
- E. Insurance Requirements

III. Payment Terms:

The County's official payment terms are Net 30

IV. Scope of Work:

See Attachment A

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Bidders Affidavit, Attachment D, be completed with bidder's quote.

VI. Due Date:

Pre-Quote and Mandatory Site Visit:

The Pre-Quote and Site Visit will be held on **Friday, August 18, 2023 at 9:00 am est at Mason Mill Park: 1346 McConnel Drive, Decatur, Ga.** The meeting will be held at the trailhead entrance in the parking lot.

All questions are due to Joydan Holley, via email at jmholley@dekalbcountyga.gov on or before 5:00 p.m. EST on August 21, 2023.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in any addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.gov/informalbids>. Bidder should regularly check the County's website for addenda.

Quotes are due on or before 5:00 p.m. EST on August 25, 2023. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of Joydan Holley or email to jmholley@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL QUOTES, TO WAIVE INFORMALITIES, AND/OR TO RE-ADVERTISE.

Thank you for your interest in doing business with DeKalb County.

Sincerely,

Joydan M. Holley

Joydan Holley
Procurement Technician
Department of Purchasing and Contracting

DR/jh

Attachment A SCOPE OF WORK

DeKalb County Recreation, Parks and Cultural Affairs (RPCA) understands that quality design, focus on pedestrians, well-used public spaces, and the inclusion of features that are different, fun, and interesting are all important components of keeping a place dynamic and viable.

The walking trails at Mason Mill Park are part of the heavily used corridor known as South Peachtree Creek Trail. The trail connects several neighborhood parks. The community uses the trails to explore nature as individuals and groups. As the trails are a vital part of the community, this project seeks artistic creativity that incorporates the heritage, history, future, and diversity of the community. Public art is a vital part of this mix. Vibrant, thriving communities across the country all have one thing in common: a strong commitment to public art.

Project Overview

DeKalb County RPCA is soliciting estimates for a mural installation located along the trail within Mason Mill Park - 1346 McConnell Drive, for three (3) exterior concrete wall locations. See attached map.

Location #1:

- Trapezoid wall under PATH RR bridge: 435 sq ft



Location #2:

- Square retaining wall under PATH RR bridge

- FRONT WALL: 165 sq ft;

- BACK WALL: 165 sq ft



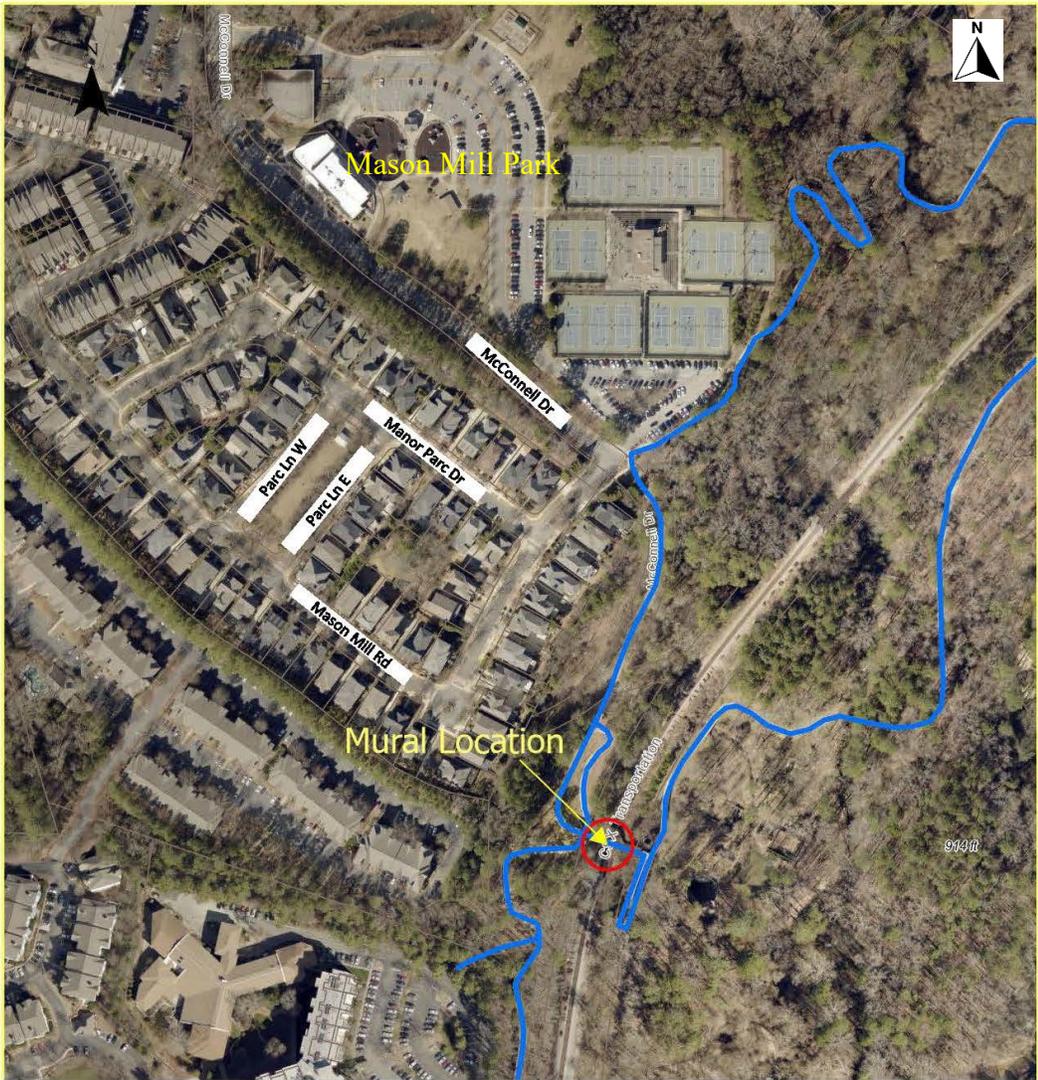
Artists may apply as individuals, or as a group of artists who may form a team to submit a collaborative proposal. The latter option may provide an opportunity for artists with less public art experience to partner with more established muralists and gain valuable experience and credentials. However, artists wishing to apply as a team should appoint and pronounce one (1) person to officiate as the main contact for the project. Delegation of project duties shall be listed in application along with a declaration for a one source of payment, as the group of artists should delegate how to divide their commissions/fees prior to an award.

One artist or group of artists will be selected to complete the two (2) locations which contain three (3) exterior concrete walls based on the following criteria:

- a. The mural to be installed shall be all-weather, vandal/graffiti-resistant, and require minimal maintenance.
- b. Provide a Statement of Interest: PDF format, qualifications, and general project approach (not to exceed 600 words in a minimum of 11-point font), outlining the artist's interest in participating. Please include the artist's full name, address and complete contact information including any professional websites. Statements greater than one page will not be considered. Please address the following in your statement:

- Describe your interest in creating public murals and integrating your work into public spaces.
 - Share your experience in public mural projects (please specify types) including your roles and responsibilities.
 - Demonstrate your approach to involving community input.
- c. Ten (10) images of completed representative past work, preferably placed in a Power Point, one (1) image per slide, plain black background and no words; however, if an applicant does not have Power Point, separate JPEGs are allowed.
 - d. An image list in PDF format with the title, medium, dimensions, project budget, date completed, commissioning agency if applicable, and a short description (not to exceed 50 words) of the artwork pictured for each image. If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.
 - e. Site visit is mandatory prior to submitting quote.
 - f. Mural should be completed within six (6) months of the purchase order being issued.

Selected artist or group of artists must attend two (2) public meetings and visit the site to come up with the design. Attend two (2) naturalist-led programs, one program that's designed for children and one program designed for adults. Selected artist or group of artist will be required to spend at least one hour at the site over the weekend to observe the site and community. Meetings will vary with time and date and will last up to 2 hours. Based on site visits and feedback from the community, comments from RPCA and Citizen Advisory Board the artist or group of artists is to submit in draft form a PDF of the design. The drafts of each design will be reviewed by the community, RPCA and Citizen Advisory Board. There will be two rounds of revision before the finalization of the project.



Trail

Exhibit A

I. Pricing

Pricing will include a lump sum to perform all project costs including but not limited to costs for artists fees for design and implementation, applicable design costs if any, community engagement and presentations, equipment, materials and supplies, production and installation including site preparation, artist's studio and artists's own overhead costs, permits, taxes and license fees, and bonds and insurance, as required. Water and power are not readily available onsite, the cost of a generator is on the prospective bidder. Include among other things applications of anti-graffiti/anti-ultraviolet coating, inspections, surface cleanings, additional coats of protective paint.

Pricing must include two rounds of feedback before finalization of project.

II. Preparation Of Site

Artist is responsible for all preparation work including pressure washing and transporting supplies and materials to and from the site. Storage of supplies and materials is the sole responsibility of the Artist. If Artist decides to store supplies and materials on site they must provide a storage unit.

Removal of waste and trash from the site area and transfer to designated waste receptacles will be the sole responsibility of the Artist. Should it become necessary for the County to remove waste or trash, the Artist will be billed for all costs associated with trash removal. The County's method of removal shall be at the County's discretion.

III. Minimum Qualification Requirements

Bidders must demonstrate the minimum qualifications in order to be considered for award of the proposed agreement. The successful bidder must have a minimum of five (5) Years of experience within the last ten (10) years in mural installation. A copy of the bidder's company name, either owned or worked for, phone number, location and website. The successful bidder must also provide three (3) business references, including both previous managers and customers.

IV. The Premises

No alterations shall be made or undertaken to the premises without written approval from the Department of Recreation, Parks and Cultural Affairs.

Contractor agrees to accept the premises and all buildings, improvements and equipment thereon in their current, as-is condition without any representation, or warranty of any kind by County.

Contractor agrees not to abandon or vacate the Premises without cause.

ATTACHMENT B

Quote Form

The responder, declares that he has carefully examined, RFQ#23-3003808, Mural Installation at Mason Mill Park, the Scope of Work contained, and that he proposes and agrees that if his quote is accepted, to provide the necessary services, furnish all materials and labor specified in the RFQ necessary to complete the Work in the manner therein specified within the time specified, as therein set forth for the following Lump Sum Cost which sum is hereinafter referred to as the "Total Quote."

Vendor's Name

_____ **Total Quote \$** _____
(State amount in writing on this line) (In figures)

****Pricing must include two rounds of feedback before finalization of project.**

ATTACHMENT C

Reference Form and Reference Check Release Statement

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____

Title _____

(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent
Authorization
(Bidder's Name)

Federal Work
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

ATTACHMENT E

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

- I. If the County sends to you notice of Award on this bid, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
- II. Instruct your insurance agent that the County's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
- III. Before the starting of any work, the successful contractor must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:
 1. Certificates must cover:
 - **Statutory Workers Compensation**
 - **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - **Commercial General Liability Insurance**
 - (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable
 2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia.
 3. The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.
 4. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

(Continued)

5. Certificates to contain the location and operations to which the insurance applies.
6. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
7. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
8. Certificates are to be issued, and the successful contractor shall mail insurance documents listed in this form, to:

DeKalb County Department of Purchasing and Contracting
The Maloof Center
2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030

9. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.