

City of Highland Park
150th Anniversary Public Art Sculpture
Request for Proposals
Issue Date: September 4, 2018
Proposals Due: November 19, 2018, 5:00 PM CST



Responses must be electronically submitted.

Please submit to:

Hayley Garard
Assistant to the City Manager
City of Highland Park
1707 St Johns Ave
Highland Park, IL 60035
[**hgarard@cityhpil.com**](mailto:hgarard@cityhpil.com)

**City of Highland Park
Request for Proposals (RFP)
150th Anniversary Public Art Sculpture**

The City of Highland Park via the Cultural Arts Commission seeks proposals from experienced artists for an outdoor sculpture that celebrates the City's 150th Anniversary.

The 150th anniversary of the City provides a unique opportunity to reflect on the rich history of Highland Park and set the stage for its future. An unveiling event will bring the community together to celebrate our vibrant city and the people who make it an outstanding place to live, work and play.

There will be two voluntary site walk-throughs Sunday, October 28 and Monday, October 29, 2018 at 10 AM at the recommended sculpture site. Artists intending to submit a proposal for this project are encouraged to attend a walk-through to discuss the proposed location, its potential, and possible limitations.

Section I: Public Art Sculpture Specifications

A. General Information

This opportunity is an open international competition for the selection of a permanent exterior work.

Installation Date: September of 2019

Recommended Location*: 1130 Central Ave, Highland Park, IL 60035

*Artists may suggest an alternate site for the piece. However, alternative sites must be approved by the City.

Goals: The 150th Anniversary public art sculpture must:

- Add to the prestige of the City's art collection.
- Engage imaginative interaction and reflection.
- Attract and please visitors.
- Contribute to the overall livability of the City of Highland Park.
- Reflect on the innovative energies and creative values of the community.
- Consider the engagement of viewers who encounter the work in differing modes, including on foot, by bike, and in cars.

Requirements:

- Must be an original, high-quality work of art.
- The artwork should be well-integrated into its location.
- It is recommended that freestanding artwork be placed on a base or platform.
- The artwork is intended for permanent display and must meet high standards of durability, structural integrity and performance and be made of long-wearing low- or no-maintenance materials that can stand up to Highland Park's weather extremes, humidity and street upkeep, such as the application

- of salt or other anti-freezing materials.
- The artist must warrant that the art be free of defects in workmanship and materials or damage from natural causes for at least ten years or the piece will be repaired or replaced by the artist.
 - Artist grants the City the right to record, reproduce, adapt in any form for promotional, archival, educational or other purposes.
 - The sculpture may be moved or removed at any time by the City.
 - The sculpture must be self-contained and cannot require water or electricity hook-up.
 - Size of the artwork should suit the location.
 - City staff and elected officials and their immediate families are ineligible to submit.
 - The artwork should carefully consider the visibility needs of oncoming vehicular, pedestrian and bicycle traffic.

B. Overview of the City

Twenty-five miles north of Chicago's Loop, the City of Highland Park is nestled along beautiful Lake Michigan, at the heart of the metropolitan area's most affluent residential markets. Highland Park is a thriving community with a diverse population of over 29,000, a stable economic base, top-rated schools, and a university-affiliated hospital, offering some of the most unique business opportunities in Lake County. It is easily accessible from Route 41, I-94, I-294, and is served by Pace Bus and Metra. From one end to the other, Highland Park's business community is diverse and growing, with nine commercial districts conveniently located throughout the City.

"Rich in tradition and culture, the City of Highland Park is a sparkling example of the good life," says the Chicago Tribune.

Highland Park has a long-standing commitment to arts and culture. It is home to a thriving Arts Center, multiple chamber music ensembles, Highland Park Poetry, the East on Central literary journal, several theatre ensembles, and the world-acclaimed Ravinia Festival, summer home of the Chicago Symphony Orchestra since 1936. Important architects with works in the city include David Adler, John S. Van Bergen, Robert E. Seyfarth, Howard Van Doren Shore, Frank Lloyd Wright, and landscape architect Jens Jensen, all of who have works in Highland Park that are listed on the National Register of Historic Places. A number of John Hughes movies were filmed in Highland Park, and Steppenwolf Theatre Company staged some of its first performances in the City.

Highland Park archives and local history collections, which may be used for inspiration, can be viewed on the Highland Park Public Library's website at www.hplibrary.org/archivesandlocalhistory.

Section II: Submittal Requirements

Each proposal submitted to the City shall include, without limitation, the following information:

A. Narrative

The narrative will include the:

- Name, address, phone number and email of artist.
- Statement of approach to the project, including a description of the proposed work, including medium, dimensions, site preparation and a statement of low-to no-maintenance requirements. This statement should also describe how the work will become an integral component of the City.
- Artist's connection to Highland Park (if any).

B. Qualifications and Experience of Artist and/or Team

- Artist resume including relevant experiences and comparable projects designed / completed within the past five years.
- Provide at least ten (10) high resolution jpeg images of other pieces you have designed and fabricated. You may submit up to three images of the same piece of work. At least two of the images should show two different projects that have been installed on an outdoor site.

Please provide between two to five (2 - 5) draft sketches or renderings of the project.

C. Additional Team Members

Clearly identify additional staff or contractors who will assist with the project and provide resumes. The proposal should indicate the abilities, qualifications and experience of these individuals.

D. Proposed Budget

State the proposed budget of the sculpture including shipping and installation. The City is exempt from all Federal and State tax; proposals must quote prices which do not include such tax.

The budget includes design, insurance, fabrication, travel and lodging, delivery and installation of the artwork and all other expenses incurred by the artist. The artist must factor into the budget any increased costs that may occur as a result of construction delays. Any expense the artist may incur in excess of the agreed to amount is the artist's sole responsibility. The City of Highland Park will provide a plaque or appropriate signage for display at the site of the artwork.

BE ADVISED that the City budget for the project is **\$80,000**.

E. References

All Proposals must include a digital completed copy of the enclosed reference sheet.

Section III: Submittal Procedures

A. Voluntary Proposed Site Walk-Through

Artists are invited to attend a voluntary site walk-through on Sunday, October 28, or Monday, October 29, at 10:00 AM. To confirm attendance at a site walk-through, please contact Hayley Garard at hgarard@cityhpil.com.

B. Questions and Clarifications

All questions regarding this proposal should be directed in writing to Hayley Garard, Assistant to the City Manager, at hgarard@cityhpil.com. Questions will be accepted until 5:00 PM CST on Monday, November 5, 2018. All questions and responses will be compiled and submitted to all known potential respondents electronically in one general response memorandum by Friday, November 9, 2018 and posted on the City's website at www.cityhpil.com.

C. RFP Submittals

Complete proposals must be submitted digitally in a single zipped file via a single email to hgarard@cityhpil.com with the subject line "ATTN: HP150 Anniversary Public Art RFP".

Complete proposals must be received by e-mail no later than 5:00 PM CST, Friday, November 19, 2018. Incomplete proposals or proposals submitted after deadline will not be accepted.

D. Interview

A Cultural Arts Commission Interview Panel will interview top proposers via video conference or in-person during the week of December 3, 2018.

Section IV: Evaluation of Proposals and Selection Process

The Cultural Arts Commission on behalf of the City will evaluate all properly submitted proposals, and will grade and rank all proposals with respect to the criteria set forth below.

Evaluation Criteria:

- Ability of the proposed piece to meet City goals.
- Ability of the proposed piece to meet requirements.
- Qualifications and experience of artist and/or team.
- Artist's connection to Highland Park (if any).
- Proposed timeline and budget.
- Recommendations and past work.

Selection Process:

The Commission will recommend the top preferred sculpture/artwork to the City Council. The City Council has the ultimate authority to approve any proposal and to authorize execution of a contract. City staff will negotiate a contract after City Council approval. If the City and artist cannot reach a satisfactory agreement, the commission will advise on an alternative selection.

The City reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the time proposals are opened. All proposers or prospective proposers who register with the City will be informed of said clarifications, corrections, or changes. Prospective proposers may register via e-mail to hgarard@cityhpil.com prior to the due date for proposals.

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the artists submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process.

Section V: Anticipated Project Timeline*

- RFP Released and Posted on City Website September 4, 2018
- Voluntary Proposed Site Walk-Through October 28 & 29, 2018 @ 10 AM
- Due date for RFP Questions November 5, 2018, @ 5:00 PM
- Responses Provided to RFP Questions November 9, 2018
- **RFP Due Date** **November 19, 2018 @ 5:00 PM**
- Finalists Selected November 29, 2018
- Finalist Interviews Week of December 3, 2018
- Recommendation made by CAC Week of December 10, 2018
- Selection of Artwork by City Council January 7, 2019
- Approval of Professional Services Agreement January 21, 2019
- Art to be Installed By September 21, 2019

*** All deadlines are in Central Daylight Time and are subject to change.**

City of Highland Park, Illinois
1707 St. Johns Avenue
Highland Park, IL 60035
847.926.1043

Request for Proposals – Reference Sheet
150th Anniversary Public Art Sculpture

Artist Name: _____

Contact Person (if different from artist): _____

Mailing Address: _____

Phone: _____

Email: _____

REFERENCES

Organization:

Contact Person:

Mailing Address:

City, State, ZIP:

Phone:

Email:

Length of Association:

Organization:

Contact Person:

Mailing Address:

City, State, ZIP:

Phone:

Email:

Length of Association:

Organization:

Contact Person:

Mailing Address:

City, State, ZIP:

Phone:

Email:

Length of Association:
