

CITY OF BOSTON
Mayor's Office of Arts and Culture



Public Art Mural Consultant

REQUEST FOR QUALIFICATIONS EV00009291
RESPONSE DEADLINE: July 12, 2021

Kim Janey, Mayor
Kara Elliott-Ortega, Chief of Arts and Culture

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I. INTRODUCTION

1.1 WHAT WE ARE LOOKING FOR

The City of Boston Mayor's Office of Arts and Culture (MOAC) is seeking consultant services from qualified individuals or firms to provide project administration services for the creation of 10-15 murals across the city, with a focus on murals to be completed in the summer and fall of 2021.

The successful vendor will interface with MOAC selected artists, constituents, community partners, and other city staff, as needed.

The successful vendor will be familiar with working with municipalities and familiar with the work of MOAC. Experience with the City of Boston is particularly desirable.

The initial term of the contract will be one year.

This RFQ is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at cityofboston.gov/slbe/search.

1.2 RFQ CONTACT

With the release of this RFQ, all communications must be directed in writing via email to the contact person below. No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFQ. Any oral communication is considered unofficial and non-binding to the City.

After the proposal deadline, Vendors should not contact the RFQ Coordinator or any other City official or employee, except to respond to a request by the RFQ Coordinator.

The RFQ contact is:

Karin Goodfellow
Director of Public Art
Mayor's Office of Art and Culture
1 City Hall Square
Boston, MA 02201
Email: Karin.Goodfellow@boston.gov

The Website for this RFQ and related documents is the City of Boston Supplier Portal which you can access via boston.gov/procurement.

All project correspondence will be posted on the Supplier Portal website. It is the responsibility of Vendors to check regularly for updates and any RFQ addenda.

1.3 TIMELINE

The table below shows the preliminary RFQ Schedule. Dates are subject to change. Any changes will be posted in an addendum that can be found on the RFQ website.

TIMELINE	DATE
RFQ released	June 28, 2021 9:00 AM
Q&A Conference Call 10 am - 11 am	July 2, 2021
Deadline to submit questions regarding the RFQ <i>Via email to Karin.Goodfellow@boston.gov</i>	July 6, 2021 4:00 PM
Consolidated Q&A posted by the City to the Supplier Portal	July 8, 2021 4:00 PM
Deadline for Statement of Qualification <i>Submitted via the City's Supplier Portal or via hard copy; qualification must be received prior to the deadline and can't be submitted via email</i>	July 12, 2021, 5:00 PM
Vendor interviews/demonstrations <i>(if needed)</i>	July 14, 2021
Contractor Selected	Jul 19, 2021

All times are in Eastern Time

*Please note that all qualifications will be public record. **Do not submit confidential information in your Proposal.**

II. SCOPE OF WORK

This RFQ is for the administration of 10-15 murals as part of the Mayor's Office of Arts and Culture's public art program, in particular murals commissioned through Transformative Public Art in the summer and fall of 2021.

This year, the Mayor's Office launched the "Joy Agenda", a city-wide invitation, opportunity, and investment in our collective well-being. We believe transformative public art helps us all make space for joy, reconnection, and celebration. MOAC and the Boston Art Commission have invited artists to submit interest and proposals for the development of transformative public artworks, with a particular interest in murals and in short-term and new media art projects.

In the last year, we have affirmed our belief that public art must take new and different forms. Through the Transformative Public Art call, we are again seeking relational public art by commissioning artworks that hold space for joy, encourage opportunities for collective processing of grief, and invest in healing, imagination, and play.

We understand that finding joy through art includes making room for both celebrating and processing our experiences. We are looking for artworks that respond to COVID-19 and racial and social justice movements, and provide creative approaches to public connections and cultural community gatherings. Projects should take into account that people have different comfort levels about coming together in public spaces, and that many of us are simultaneously mourning losses while feeling gratitude.

Artists will be selected through a process managed by MOAC, including approvals by the Boston Art Commission. Artists will be selected based on their initial written proposal, portfolio, and interests. They will develop a full proposal after they are selected. Sites will be located within the City of Boston and may be interior or exterior.

The consultant will work with the public art team within the Mayor's Office of Arts and Culture to provide artists with proposal development guidance for both interior and exterior murals, community engagement strategy and support, technical assistance, and on-site logistical mural production and installation

support.

Work will include but not be limited to artist management in conjunction with MOAC, art and design direction, implementation of the artwork as needed, and community engagement in collaboration with MOAC, the private and City of Boston site owners, and the artists. The consultant may also work with MOAC on program strategy and creative thought partnership from program administration to curation to communications and marketing.

III. PROPOSAL FORMAT

For the technical proposal, we are looking for you to do six things: (3.1) provide an introduction; (3.2) propose your approach for this project; (3.3) share your background and qualifications; (3.4) describe your team; (3.5) provide two references.

3.1 INTRODUCTION AND EXECUTIVE SUMMARY

On the cover or first page of your proposal, please provide contact information, including name, title, address, email, and phone number.

Please provide a brief introduction highlighting why you would be a good partner for the City on this project.

If you or any of your proposed subcontractors are a small, local, minority-owned, women-owned, and/or veteran-owned business, let us know! This information helps us improve our outreach to all potential partners; this RFQ is open to any vendor who would like to respond.

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets and/or exceeds our needs. Then, please describe how you would deliver the solution outlined in Section 2 “Scope of Work.” This section is a critical component of the proposal and should include a detailed description of your work plan and project organization.

Please be concise. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case.

3.3 VENDOR BACKGROUND AND COMPANY QUALIFICATIONS

Describe your organization's history, structure, strategy, and work. Focus on your ability to be a good partner on this project. Please list any relevant awards your team has received. The City reserves the right to request a copy of your firm's audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

Include documentation of your insurance coverage. The City's recommended levels of insurance are listed in Section 9; if you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Please note: If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact should be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you should indicate as such.

Diversity & Inclusion Plan

The City of Boston is committed to ensuring that vendors who work on the City's behalf utilize procurement practices that are fully open to the inclusion of small and local businesses, including Small Local Business enterprises, Minority Business Enterprises, Woman Business Enterprises, and Veteran-Owned Small Business Enterprises. Please describe the efforts that you have taken, or will take, to ensure that your selection of subcontractors and suppliers for this contract will be meaningfully open to such companies. If you will not utilize subcontractors and suppliers on this particular contract, please describe any efforts or practices of your company over the past two years that demonstrate a practice of making subcontracting and supplier opportunities available to such companies. In describing your plan, please include specifics.

3.4 STAFFING AND KEY STAFF QUALIFICATIONS

Describe the team that would work on this project. Include a list of key team members. Make the case for why they will be great partners on this project. Note if

any staff will be located in or near Boston and their general availability to the City staff on this project.

Please provide bios, resumes, or whatever you think best highlights the strength of the team that would be working on this project. Let us know how the team would be structured; if your team includes multiple firms, please let us know how long you have worked together. For legal purposes, we will need you to designate one firm as the prime contractor and all others as subcontractors (see Section 7 for more information).

3.5 REFERENCES AND ADDITIONAL INFORMATION

Please provide two (2) references, including their contact information and details on your history with them. Customer references should be preferably similar in size, scope, and complexity to the City of Boston. Note that incorrect contact information will be considered as a negative reference.

3.6 STANDARD CONTRACT AND FORMS

You must submit a signed copy of all forms identified in Section 8 if awarded.

IV. PRICING PROPOSAL

List all costs associated with your proposed deliverable, using the template below. If your proposal includes other costs that don't fit in this template, please attach supplemental information describing those costs, the basis for your pricing, and any assumptions you made in filling out the template.

Understanding the level of effort and cost for each deliverable will help us better understand the structure of the proposed work.

Please note:

- All prices are inclusive of travel. No additional charges, including travel lodging, subsistence, miscellaneous (ad-hoc) expenses, and other expenses, will be allowed.
- Any taxes due will be assumed to be included in your price of services. The City is exempt from federal excise taxes (Federal Exemption No. A-108-328)

and from Massachusetts sales and use taxes (Certificate No. E-046-001-380). Exemption certificates will be provided, if requested, following the award.

- The total cost that is quoted in this Proposal will be considered the best and final offer.
- You will bear the onus of any errors made in pricing the services (e.g., omitting a component of the services).
- The Price Proposal MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal.
- If applicable, as determined by the Massachusetts Department of Labor Standards, the Contractor will comply with the Massachusetts Prevailing Wage Law (M.G.L. c. 149, s.26, -27H) for public works projects, which establishes minimum wage rates for workers on such projects.

ITEM	Estimated Cost/Average
TOTAL PRICE	

V. SUBMISSION INSTRUCTIONS

This section provides an overview of the process for submitting your proposal:

- A checklist is provided to make sure that your proposal is complete
- Directions are included for submitting your proposal online

Vendors are strongly advised to read this section in its entirety and complete the checklist to avoid disqualification. **Please note that the City will NOT be able to consider qualifications that are submitted late or that do not follow these guidelines.**

5.1 CHECKLIST FOR SUBMITTING PROPOSAL <i>(for your use only; you do not need to submit this checklist)</i>	RFQ SECTION	COMPLETE (✓)
A. REQUIRED ITEMS FOR TECHNICAL PROPOSAL		
Introduction and Executive Summary	3.1	
Response to Scope of Work	3.2	
Vendor Background & Company Qualification <i>including insurance documentation (see Section 9 for details)</i>	3.3	
Staffing Plan and Key Staff Qualifications	3.4	
References and Additional Information	3.5	
B. PRICE PROPOSAL COST FORM	4	
C. FINAL REVIEW	YES	NO
1. Did you submit the proposal before the deadline?		
2. Did you submit separate, sealed technical and price proposals, with no price information in the technical proposal?		
4. Did you review the Contract Terms and Conditions?		

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

The Supplier Portal provides vendors the ability to submit a proposal electronically and is accessible from boston.gov/procurement at the Supplier Portal link. **This is the only way to submit electronically; we can't accept qualifications via email.**

You'll need to register with us in order to submit your proposal electronically; doing so will also allow you to receive email updates regarding this RFQ and other opportunities. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions to register.

Upon logging in under your account, look for the event EV00009291 "Public Art Collection Conservator House Doctor." When responding, you will see specific places to upload your non-price Technical Proposal and other required forms. **The Price Proposal must be submitted separately from the Technical Proposal according to statute. This is critically important.** The evaluation team will complete its evaluation of the Technical qualifications prior to reviewing the Price Proposals.

Attachments containing price information, including the Price Proposal, should only be attached to the price line and not in the Event Header attachments section. By uploading your file to the price line, the information will remain sealed and separated from the technical qualifications until that evaluation has been performed.

In the section of EV00009291 labeled "Step 2: Enter Line Bid Responses", please enter the total bid amount under the line "Mural Consultant" Next, click the icon on the far right of the screen labeled "View/Add Question Comments and Attachments." There you will find the proper location to upload your Price Proposal. Please visit <https://www.boston.gov/departments/procurement/how-use-supplier-portal> for step-by-step instructions.

Submitting your proposal via the Supplier Portal can streamline the entire process, but please allow extra time to become familiar with the system. **Upload any applicable documents into the Supplier Portal and SUBMIT your submissions well before the deadline so that you have enough time to make a physical paper submission if you have any issues with the City's Supplier Portal.** We recommend submitting your proposal at least 24 hours prior to the deadline.

Please note that Supplier Portal file uploads are limited to a 59 character file name length.

VI. HOW WE CHOOSE

6.1 MINIMUM EVALUATION CRITERIA

All qualifications received by the City will first be reviewed to determine whether the Proposal meets all minimum criteria identified in the RFQ. Minimum criteria are found in the Checklist for Submitting Proposal (Section 5.1).

For a proposal to meet all minimum criteria, a Vendor must unconditionally be able to check each item as 'Completed' for Sections A and B and 'Yes' for each item in Section D. Minimum evaluation criteria reflect those standards or attribute that the City considers essential to the performance of the contract. A Vendor that does not meet the minimum criteria will be rated "unacceptable".

6.2 COMPARATIVE EVALUATION CRITERIA

qualifications that have met all minimum evaluation criteria will be evaluated according to the comparative evaluation criteria that follow in this section. After reviewing, the evaluation team will prepare written evaluations for each proposal. The evaluators will assign a rating of "highly advantageous", "advantageous", or "not advantageous" to each criterion. The team will use the comparative evaluation criteria to assist in their evaluation of each Vendor's overall qualifications.

The City reserves the right to invite Vendors for an interview/demonstration either by phone or in person. The City may choose to conduct reference checks and include information obtained from the interview/demonstration and reference checks in the evaluation.

NOTE: Vendors should not count on interviews/demonstrations and reference checks as an opportunity to provide additional information not contained in the proposal. All information that Vendors wish the selection team to consider during the evaluation process should be included in the originally submitted Proposal.

Price proposals will be evaluated separately from the technical qualifications. The evaluation team will not see the price proposals until after the technical evaluations are complete.

The City will then identify the proposal that's the most advantageous overall from the pool of responsible and responsive vendors, taking into consideration both price and the comparative evaluation criteria.

Statement Quality

Advantageous qualifications demonstrate past success in the following City goals:

- Collaborations with diverse municipalities, private entities, and communities
- Management of technical assistance and on-site logistics for multiple concurrent interior and exterior mural projects
- Community engagement
- Curation with diverse artists
- Marketing and communications of public artworks

Highly Advantageous: The qualifications are presented in clear, concise language. Materials are organized and easy to navigate. As a whole, the qualifications provide a complete response to this RFQ and provide multiple relevant examples of past successes implementing similar solutions.

Advantageous: The qualifications are clear and well-organized. They provide a complete response to this RFQ and includes examples of past successes.

Not Advantageous: The qualifications do not address all aspects of the RFQ. They are poorly presented and/or difficult to read. They do not provide adequate information to evaluate the vendor's ability to successfully meet the City's goals.

Vendor Interview/Demonstration (if needed)

Highly Advantageous: Presenters are well-organized and provide a clear, concise presentation. The presentation demonstrates strong insight into the City's requirements, as described in the RFQ. Relevant staff are included in the demonstration, and all questions posed by the City were specifically addressed.

Advantageous: Presenters are organized. The presentation demonstrates an understanding of the City's requirements, as described in the RFQ.

Not Advantageous: Presenters are not organized and/or provide an unclear presentation. The presentation demonstrates little understanding of the City's requirements, as described in the RFQ.

Diversity & Inclusion Plan Evaluative Criteria

Highly Advantageous: The proposal demonstrates that the proposer has taken concrete steps to identify, contact, and consider such companies as subcontractors and suppliers for the project. The proposer has actually selected such a company to be a subcontractor or has included a description of why sound business practices led to the selection of other subcontractors and suppliers despite meaningful engagement with Small Local Business Enterprises, Minority Business Enterprises, Woman Business Enterprises, and Veteran-Owned Small Business Enterprises. Where a proposer will not utilize subcontractors or suppliers on the contract, it has described specific practices over the past two years that actually made subcontractor and supplier opportunities available to such companies.

Advantageous: The proposal sets forth a detailed and actionable plan to identify, contact, and consider Small Local Business Enterprises, Minority Business Enterprises, Woman Business Enterprises, and Veteran-Owned Small Business Enterprises as subcontractors and suppliers for the project. Where a proposer will not utilize subcontractors or suppliers on the contract, it has described specific practices over the past two years to identify, contact, and consider subcontractor and supplier relationships with such companies.

Not Advantageous: The proposal does not set forth a detailed or actionable plan to identify, contact, and consider Small Local Business Enterprises, Minority Business Enterprises, Woman Business Enterprises, and Veteran-Owned Small Business Enterprises as subcontractors and suppliers for the project, and where a proposer will not utilize subcontractors or suppliers on the contract, it has not described

specific practices over the past two years to identify, contact, and consider subcontractor and supplier relationships with such companies.

VII. TERMS AND CONDITIONS

7.1 CANCELLATION, REJECTION, AND WAIVER

The City is under no obligation to proceed with this RFQ and may cancel the RFQ at any time with or without the substitution of another. The City reserves the right to reject in whole or in part any or all Proposals, when the City determines that rejection serves the best interests of the City. The City may waive minor informalities in the Proposal or allow the Vendor to correct them.

7.2 WITHDRAWAL OR MODIFICATION OF QUALIFICATION

The City may allow a Vendor representative bearing proper authorization and identification to sign for, receive and withdraw the Vendor's unopened Proposal prior to the submission deadline. A Vendor that seeks to correct or modify its Proposal may do so by withdrawing the initial submission and then submitting a modified Proposal prior to the submission deadline.

7.3 PROPOSAL VALIDITY PERIOD

By submitting a Proposal the Vendor agrees that its Proposal is valid for one hundred eighty (180) days following the submission deadline unless extended by mutual agreement.

7.4 PROPOSAL COSTS

Any and all costs incurred by a Vendor in preparing a Proposal and throughout the RFQ process are ineligible for reimbursement by the City.

7.5 TAXES

The City is a tax-exempt organization. However, should any part of the Contract be subject to taxes, unless otherwise specified in this RFQ, the Vendor will include and be responsible for paying all taxes that are applicable.

7.6 SUBCONTRACTORS

The City will contract with one Contractor who will be solely responsible for contractual performance and who will be the sole point of contact for the City with regard to Contract matters. In the event the Contractor utilizes one or more Subcontractors, the Contractor will assume all responsibility for the performance of services by the Subcontractor(s).

The City must be named as a third-party beneficiary in all subcontracts. A list of all Subcontractors proposed to take part in the performance of the contract will be provided to the City for approval prior to Contract execution.

7.7 USE OF CITY NAME

The Contractor and any Subcontractor(s) agree not to use the City of Boston name or seal, or that of any other City Agency or Department in advertising, trade literature, or press releases without the prior approval of the City.

7.8 AWARD AND CONTRACT

If a Contract is awarded, the Contract will be awarded to that responsive and responsible Vendor whose Proposal is deemed most advantageous to the City taking into consideration the evaluation criteria and Proposal Pricing. The City will contract with the selected Vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder.

An award letter or award notification is not a communication of acceptance of a Vendor's proposal. No final award has been made until final execution of a Contract by the Vendor and the City of Boston (by its Awarding Authority/Official and the City Auditor), and the approval of the final Contract by the Mayor of Boston, as well as Contractor receipt of a City issued Purchase Order. Until such time, the City may reject any or all proposals or elect not to proceed with this RFQ. The Vendor will not furnish any services, equipment, materials, or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

7.9 CONTRACT

In addition to the City of Boston's Standard Contract, Forms CM-10 and CM-11, and any applicable supplemental terms and conditions that are part of this RFQ, the Contract will include, without limitation, City required forms and certifications, including the City's CORI Compliance Certification, Living Wage form, Wage Theft Form, Contractor Certification, and Certificate of Authority. These forms are attached hereto and/or are available upon request. The submitted Proposal, along with the RFQ, will also be part of the Contract between the City and the Contractor.

The Contract is subject to the availability and appropriation of funds and may be canceled by the City without penalty in any year in which an appropriation is not made.

7.10 TERM OF CONTRACT

The term of the contract will be for 1 year.

7.11 PUBLIC RECORDS

Proposals will be confidential until the completion of the evaluations, or until the time for acceptance specified in the RFQ, whichever is earlier. Thereafter, proposals will be public record. Do not submit confidential information in your Proposal.

VIII. STANDARD CONTRACT AND FORMS

8.1 OVERVIEW

If awarded you must submit a signed copy of the forms indicated below. Additionally, please review the Terms and Conditions in the CM11 and the associated supplement; they will be incorporated at contract award without revision.

8.2 FORM CM06 – CERTIFICATE OF AUTHORITY: SIGNED COPY REQUIRED FOR CORPORATIONS

8.3 FORM CM09 – CONTRACTOR CERTIFICATION: SIGNED COPY REQUIRED

8.4 FORM CM10 – STANDARD CONTRACT DOCUMENT

8.5 FORM CM11 – STANDARD CONTRACT GENERAL CONDITIONS

8.6 SUPPLEMENTAL INFORMATION TECHNOLOGY TERMS AND CONDITIONS TO FORM CM11

8.7 CM FORMS 15A/B – CORI COMPLIANCE, STANDARDS: SIGNED COPY REQUIRED

8.8 FORM LW1 – REQUIREMENTS OF THE BOSTON JOBS AND LIVING WAGE ORDINANCE

8.9 FORM LW2 – LIVING WAGE AGREEMENT: SIGNED COPY REQUIRED

8.10 FORM LW8 – VENDORS LIVING WAGE AFFIDAVIT: SIGNED COPY REQUIRED

8.11 FORM CM16 – WAGE THEFT: SIGNED COPY REQUIRED

IX. INSURANCE RECOMMENDATIONS

The City recommends the following levels of insurance; if you have a different level of coverage, please explain why that is sufficient for the work required under this RFQ. The Contractor will purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements will not be construed to limit the liability of the Contractor or its insurer

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below will be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

9.1 Workers' Compensation insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.

9.2 Commercial General Liability with coverage no less than ISO CGL Form, CG00 01 0413, for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.

9.3 Automobile Liability (Any Auto/Hired/Non-owned) for one million (\$1,000,000) combined single limit per accident.

9.4 Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.

9.5 Third Party Crime / Employee Dishonesty: for \$1 million per claim and \$1 million in the aggregate. Coverage required if vendor will have access to personal or municipal financial information and/or records maintained by City

9.6 General Conditions:

- The City of Boston will be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance will be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.