REQUEST FOR PROPOSALS



DOWNTOWN GRAND RAPIDS
WINTER ART PLACEMAKING INSTALLATION

Deadline: September 11, 2020 by 5pm EST

Deliver to:
Downtown Grand Rapids Inc.
Attn: Kimberly Van Driel
kvandriel@downtowngr.org
29 Pearl St. Suite 1
Grand Rapids, MI 49504

DOWNTOWN
GRAND RAPIDS INC.

DOWNTOWN GRAND RAPIDS INC. (DGRI) BACKGROUND

DGRI is the organization responsible for city building and place-management in the urban core of Grand Rapids, Michigan, the state's second largest city. Established in 2013, DGRI serves as the singular management entity for the combined operations of the Downtown Development Authority (DDA), the Downtown Improvement District (DID), and the Monroe North Tax Increment Finance Authority. More details can be found at www.downtowngr.org.

PROJECT SUMMARY

Our goal is to remind our citizens that we are a 4-season city. In an effort to activate the downtown during the cooler months of the year, we invest in various initiatives through art, placemaking and events to get people to come downtown and experience all our city has to offer.

Downtown Grand Rapids Inc. (DGRI) is seeking proposals from qualified vendors on ideas for public space and placemaking art installations for the months of January and/or February or both in Downtown Grand Rapids, Michigan. We are particularly interested in installations that incorporate light and sound as well as being able to allow citizens to interact with the installation.

Last year, we were able to bring in an interactive display called Prismatica by CREOS that was an interactive light art installation. We were able to incorporate the installation into our month-long World of Winter festival that hosted various additional programming and event activities that focused around or near the installation such as dance performances, festivals, markets, walking tours, etc.

The successful bidder will work in partnership with DGRI and the City of Grand Rapids for installations. The contract awarded will be between the successful bidder and the DDA.

SCOPE

DGRI is seeking proposals for installations that could be hosted within our city for a month-two months during January and February. All proposals must be able to withstand cold weather including rain, sleet, hail, snow, wind and ice.

The selected consultant will work with a committee of individuals from DGRI, the City of Grand Rapids, and other potential stakeholders. DGRI staff will be the primary point of contact and will manage the project. The contract will be facilitated through DGRI.

PROJECT LOCATION

Depending on the installation's requirements, we will be able to work with the vendor chosen to designate the best and most ideal location to host the installation based on the needs of the installation. This could be in a park, a street, an alley, etc. We are open to ideas.

BUDGET

Applicants should prepare the budget based on implementing the scope of services; cost is one of the items that will be used to evaluate the proposals. The successful applicant will be paid in accordance with the agreed upon contract and services. A budget should be provided for what it would cost to host the installation for one month and two months including all expenses.

PROJECT SCHEDULE

Depending on the needs for setup and takedown, we can work with the vendor to determine when that will need to happen. We are hoping to have an installation for a minimum of a month either during January or February or both.

PROPOSAL REQUIREMENTS

Proposals submitted shall be limited to 8 pages (front and back allowed). The proposal should include the following information:

1. Description of Approach and Design -- A summary of your firm's project understanding, intended approach and methods. This should include detailed concept design drawings to scale and descriptions of installation and de-installation requirements, logistics, security needs, signage, storage needs, electrical needs, equipment needs, maintenance and any staffing plans. List out all vendor obligations and responsibilities as well as the responsibilities and obligations of DGRI. List out any accreditation requirements of the installation.

2. Project Experience -- A description of your firm's experience in design, installation, deinstallation, maintenance and storage. Must provide no less than 3 professional references relating to this specific type of project.

3. Team -- description of the team assigned to this project. Staff listed must be the same working on the project.

4. Schedule -- Overview of timeline and important project milestones to ensure project delivery on time.

5. Project Costs and Budget -- An outline of your professional fees for completing the work as described. Provide an estimate of projected hours and itemized costs for each task. The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not in limitation thereof, the prices stated by the bidder shall include the cost of everything necessary for the performance and completion of this Project in the manner and time prescribed including: the furnishing of all material, tools, travel, equipment, transportation, labor, permits, and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered; for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

6. Insurance – Insurance requirements that are needed to be able to host the installation on public property in the City of Grand Rapids, MI.

7. Submission –-A committee will review received proposals to which they will make a recommendation for contracting with a submitted firm. This recommendation will then go to the Downtown Development Authority (DDA) Board in October or November of 2020 for formal recommendation and approval of expenditures for the final proposal. Firms responding to all elements of the proposal will score higher during the review process. Proposals will be evaluated based on the following:

Project approach and including schedule: 30%
Strength and diversity of project team: 20%
Ability to meet objectives: 20%
Similar project experience: 15%
Clarity and responsiveness of proposal: 10%
Professional fee and budget: 5%

REGISTRATION

All interested consultants are encouraged to send an email to DGRI's Director of Public Space Management, Kimberly Van Driel (kvandriel@downtowngr.org) registering their intent to respond to this proposal. All firms expressing interest will be added to an email distribution list and will be notified if additional information related to the proposal becomes available. Firms failing to register in this manner may not receive all information relevant to the preparation of their proposals.

QUESTION PERIOD

Any questions regarding the proposal may be submitted by email to DGRI's Director of Public Space Management, Kimberly Van Driel (kvandriel@downtowngr.org). Questions must be submitted by September 1, 2020 by 5pm EST.

ACCEPTANCE OF PROPOSALS

The DDA may waive any informalities or minor defects or reject any and all Proposals.

END OF RFP