



**Municipality of
Magnetawan**

P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
POA 1P0

Lead Contact: Nicole Fraser
Email: deputyclerk@magnetawan.com
Phone: 705-387-3947
Fax: 705-387-4875

Tender 2018-11 RFP Public Art

Type: Sculpture/Carving

Request for Proposals

Date of Issue: Thursday July 30, 2018

Proposal Submission Deadline: Thursday, November 1, 2018 at 3:00 PM local time

Section 1 Introduction and General Instructions

1.01 Introduction

The Municipality of Magnetawan is inviting proposals from artists (hereinafter referred to as “the Bidder”) for the provision of a work of public art for display in the Municipality. The anticipated value of the work of art as identified in the 2018 municipal budget is \$5,000.00. See Section 2 of this document for the scope of work.

The Bidder shall provide and create two original carving/sculpture for outdoor display at one of the proposed locations as outlined in Appendix ‘A’ and one of the proposed locations as outlined in Appendix ‘B’.

Please See Section 5 for full details of the submission requirements, and contact the Lead Contact with any questions on submitting your proposal (see S. 5.02 for Lead Contact details.)

This Request for Proposals document (and any other applicable attachments) is available in PDF format through the Municipality of Magnetawan’s website at <http://magnetawan.com/rfp-tenders/> Magnetawan’s Procurement Policy is available for review at the Municipal Office.

Section 2 Scope of Work and Project Requirements

2.01 Municipality of Magnetawan Description

The Municipality of Magnetawan is situated in the east portion of the District of Parry Sound in the Province of Ontario and has a land area of approximately 530 square kilometres. Magnetawan has a long history of logging, farming and recreational activity. Through the establishment and maintenance of a healthy Public Art collection, the Municipality of Magnetawan intends to:

- Enhance Magnetawan’s visual appeal and the vibrancy of our public spaces
- Honour, preserve and encourage Magnetawan’s cultural heritage, artistic diversity and community identity
- Engage residents and guests in dialogue on topics of art and culture: our values, beliefs, customs, lifestyles and traditions

2.02 Scope of Work

The Municipality of Magnetawan seeks to procure two original Sculpture/Carvings for display in the Municipality and of an approximate value of \$8,000.00 combined as per the municipally-approved 2018 budget.

The theme for this work of art will be wildlife, relatable to the Magnetawan River history, or culturally/historically relatable to the Municipality of Magnetawan. The work of art shall be installed at one of the locations as outlined in Appendix ‘A’ and one of the locations as outlined in Appendix ‘B’. The work of art shall be of a type and design to stand up to exposure to year-round weather.

Each Bidder shall submit a written description of their plan for the work of art in their proposal. Upon awarding of this RFP, the Successful Bidder shall meet with the Magnetawan Community Development Committee (MCDC) and provide a sketch or more detailed outline of the work of art for preliminary approval. Once approval has been obtained from the MCDC, the artist shall commence work on the work of art.

The delivery shall be negotiated with the successful Bidder, but preferred delivery of the work of art is prior to the end of 2018.

The successful Bidder will not be considered an employee of the Municipality of Magnetawan and therefore is not covered by any employment insurance or workers' safety insurance. The successful Bidder also agrees to indemnify and hold harmless the Municipality of Magnetawan from any liability resulting from negligence by the Bidder or on the Bidder's behalf.

Section 3 Proposal Submission Requirements

For the Municipality of Magnetawan to evaluate Proposals fairly and completely, Bidders shall provide **all** of the information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit **One (1) hard copy and One (1) electronic copy** of their Proposal, containing the following items:

- A summary of the Bidder and their artistic style and motivations;
- A portfolio including at least three works of art of a complimentary type to that being requested herein;
- Description of works of art to be produced, including:
 - Summary of the type and style
 - Approximate dimensions
 - Anticipated materials to be used
 - Label/signage requirements
 - Requirements for installation and maintenance
 - Relevance of the proposed work of art to the Municipality of Magnetawan
 - A sketch or similar concept art for the proposed work of art
- Total cost of works of art
- A delivery date range for the anticipated delivery and installment of the proposed pieces

Section 4 Evaluation of the Proposals

4.01 Evaluation Criteria, Process and Award

As part of the evaluation process, the Municipality of Magnetawan may contact one or more Bidders to clarify or obtain more information about their Proposal or to request the Bidder to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Bidders who have submitted a proposal deemed to be reasonably acceptable for Award.

The Municipality of Magnetawan may make an Award on the basis of the Proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

The Evaluation Committee will recommend Award to Council for the Bidder achieving the highest combined score based on the rated criteria in 4.02 below.

4.02 Maximum Evaluation Points Summary

Artist Portfolio

25 points

- Quality of the Bidder's past works of art and suitability to this project

Proposed Plan for Works of Art

50 points

- Demonstration that the needs of the Municipality of Magnetawan are understood and will be met;
- Compatibility with goals and scope of public art policy
- artistic merit and quality of the proposed works of art;
- suitability to public display under the specified conditions;
- ethical and legal suitability, including any risk to public health and safety

Project Cost

25 points

- Project Cost is within the identified budget
- Detailed description of the cost for each proposed work (in the Village of Magnetawan and the Village of Ahmic Harbour)
- Financial implications of installation, maintenance, storage, etc.

Maximum Points Available

100 points

The successful Bidder shall be notified of the Award in writing to the address given on the Form of Proposal, and/or may be contacted verbally or electronically by the Lead Contact.

Section 5 General Details of the Procurement Process

5.01 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Proposal included as Section 6 at the end of this document. A designated signing officer authorized to bind the Bidder to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Municipality of Magnetawan in accordance with Subsection 1.06 must be acknowledged by the Bidder on the Form of Proposal.

Each Bidder is asked to submit **One (1) hard copy and One (1) electronic copy** of the Proposal. The electronic copy of the proposal may be submitted any time prior to the deadline. The hard copy of the proposal must be signed, sealed and received by:

*The Municipality of Magnetawan
PO Box 70, 4304 Hwy 520
Magnetawan, ON
POA 1P0*

The Proposal must indicate on the front of the sealed envelope the Bidder's full company name, the project name and the name of the Lead Contact.

Project Name: Public Art – Sculpture/Carving

One (1) hard copy of the proposal must be received no later than 3:00 p.m., local time, on Thursday November 1st 2018.

Proposals must not be restricted by a statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Bidder to ensure that the Municipality of Magnetawan receives Proposals delivered or sent by courier prior to the Proposal Submission Deadline, in accordance with the

submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered and will be returned unopened. Faxed or electronic submissions that are unaccompanied by a hardcopy submission will not be accepted as response to this RFP.

5.02 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below

Nicole Fraser, Deputy Clerk
PO Box 70, 4304 Hwy 520
Magnetawan, ON
POA 1P0
deputyclerk@magnetawan.com

IMPORTANT: A Bidder may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Bidder receives the same information and that no Bidder receives unfair treatment during the RFP process.

5.03 Schedule

The schedule set out herein represents the Municipality of Magnetawan's best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

| | |
|--|--|
| RFP issue date | Thursday July 30 th , 2018 |
| Proposal Submission Deadline (see Section 1.02) | Thursday , November 1 st , 2018 at 3 pm |
| Notification of Award by the Municipality of Magnetawan | Thursday, November 15 th , 2018 (Provided Council approval on Nov 14 th , 2018) |
| Delivery Date for Work of Art | To be determined |

5.04 Required Review and Clarification

Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Municipality of Magnetawan is not responsible for any misunderstanding of the RFP.

5.05 Opening of Proposals

There will be no formal opening of proposals. Typically, a Request for Proposals is evaluated on a more comprehensive set of criteria than a Tender. As such, the contract will not be awarded at the opening, but only after the Evaluation Committee has examined all Proposals in detail and presented a recommendation to Council. Bidders are notified in S.5.03 of the date for the Council meeting at which the Award will be decided, and they are welcome to attend.

5.06 Reserved Rights of the Municipality of Magnetawan

The Municipality of Magnetawan reserves the right to:

- a. make public the names of any or all Bidders and their quoted price;
- b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Proposal;
- c. adjust a Bidder's scoring or reject a Bidder's Proposal on the basis of
 - i) a financial analysis;
 - ii) the Bidder's past performance on previous contracts awarded by the Municipality of Magnetawan;
 - iii) the information provided by a Bidder pursuant to the Municipality of Magnetawan exercising its clarification rights under this RFP process; or
 - iv) other relevant information that arises during the RFP process;
- d. verify with any Bidder or with a third party any information set out in a Proposal;
- e. disqualify any Bidder whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- f. disqualify any Bidder or the Proposal of any Bidder who has engaged in conduct prohibited by this RFP;
- g. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- h. select the Bidder other than the Bidder whose Proposal reflects the lowest cost to the Municipality of Magnetawan or the highest overall score;
- i. cancel this RFP process at any stage;
- j. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- k. accept or reject any or all Proposals in whole or in part;
- l. discuss with any Bidder different or additional terms to those contemplated in this RFP or in any Bidder's Proposal;
- m. if a single Proposal is received, reject the Proposal of the sole Bidder and cancel this RFP process or enter into direct negotiations with the sole Bidder.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

5.07 Not Responsible for Costs

The Municipality of Magnetawan shall not pay any costs associated with the preparation, submission, or presentation of the Bidder's Proposal. The Municipality of Magnetawan shall not be liable for any expenses, costs or losses suffered by the Bidder or any third party resulting from the Municipality of Magnetawan exercising any of its expressed or implied rights under this RFP.

5.08 Proposal Expiry Date

Bidders hereby acknowledge that their Proposals shall be irrevocable for a period of 90 days from the Proposal submission deadline. Extensions to this period may be granted with the mutual agreement of the Municipality of Magnetawan and the successful Bidder and may be initiated by either party.

5.09 Confidentiality and Ownership

Any information provided to the Bidder by the Municipality of Magnetawan before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Bidder or any third party in any way unless otherwise identified or permitted by the Municipality of Magnetawan. The information, reports, documentation, plans, etc. that are produced by the successful Bidder in response to this project shall become the exclusive property of the Municipality of Magnetawan. However, intellectual property, such as specific tools, templates, processes, etc. that the Bidder provides as part of the deliverables remains the property of the Bidder.

5.10 Invoicing

The Bidder may invoice the Municipality of Magnetawan for 25% of the total costs in advance of the work being completed. All remaining costs shall be invoiced following successful delivery of the work of art. Invoices shall clearly state the work performed. It should be noted that the Municipality of Magnetawan's standard terms of payment are net 30 calendar days from the date of invoice.

5.11 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Municipality of Magnetawan. This information shall be an integral component of the submission. All written Proposals received by the Municipality of Magnetawan become a public record. Once a Proposal is accepted by the Municipality of Magnetawan and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

Section 6 Form of Proposal

I/We, the Undersigned, having examined this Request For Proposals, do hereby offer to enter into an Agreement with the Municipality of Magnetawan to create and provide an original sculpture or carving under the terms as included.

I,We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2018.

AUTHORIZED SIGNATURE

STREET ADDRESS

CITY PROVINCE POSTAL CODE

TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Municipality of Magnetawan, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal

Appendix 'A'

Map outlining locations for the public art piece in Magnetawan

Yellow Dot – Park area along Lions Park Trail

Red Dot – Park area beside LCBO

Blue Dot – Rest area on Island Trail



Appendix 'B'

Map outlining locations for the public art piece in Ahmic Harbour

Yellow Dot – Park area at docks

Red Dot – Front of Community Centre/Fire Hall

