CITY OF SAN ANTONIO

OFFICE OF CULTURAL AFFAIRS

PUBLIC ART SAN ANTONIO

REQUEST FOR PROPOSALS

("RFP")
FOR

HISTORIC MISSION DRIVE-IN MARQUEE MURAL RE-CREATION

SUBMITTAL DEADLINE
February 3, 2012

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REQUEST FOR PROPOSALS
Historic Mission Drive-In Marquee Mural Re-Creation

I: Overview of Request for Proposals (RFP)

Project Name: Historic Mission Drive-In Marquee Mural Re-Creation
Project Number: 40-00198-01-06
Budget: $160,000.00
Date RFP Issued: January 6, 2012
RFP Submittal Deadline: Friday, February 3, 2012-- 3:00 pm

Public Art San Antonio (hereafter referred to as "PASA"), in coordination with the Office of Historic Preservation (hereafter referred to as "OHP"), is seeking proposals from qualified professionals who reside in the Greater San Antonio Area and South Texas region to re-create the Historic Mission Drive-In Marquee Mural, which was originally installed, circa 1948, on the façade of the recently-restored City facility. The work to be performed includes researching the original mural, including sign lettering and lighting, proposing a re-creation of these components in a manner that complies with historic preservation standards, and the fabrication/installation of approved components. The project will be coordinated with the Mission Marquee Outdoor Plaza project, which has a target completion date of summer 2012.

II. Project Background

The Mission Drive-In Theatre was initially constructed in 1948 and featured a mural of the nearby Mission San Jose outlined in neon lighting. The theatre closed in 2007 and the City of San Antonio purchased the property. In 2010 the City signed a Memorandum of Agreement with the Texas Historical Commission to establish a partnership that would foster effective historic preservation of this important icon of Texas heritage. Work has been completed on the rehabilitation of the marquee screen, step wing walls and adjacent landscaping. Still remaining is completing efforts to attempt a re-creation of the mural, sign lettering and lighting enhancements on the marquee. When completed the Mission Drive-in Theatre will serve as an icon for preservation and neighborhood re-development, and will once again function as a setting for community and cultural events.

III. Scope of Services

The selected Respondent will be asked to perform all design, fabrication and installation services. Design services include delivery of conceptual, schematic, and final drawings, details and specifications. Fabrication and installation services of the approved design shall be consistent with the final proposal, and will include without limitation, supervising all aspects of the implementation.

The project goal is to complete the approved mural components of the Historic Mission Drive-In Marquee in a way that follows recommendations of the Secretary of the Interior's *Standards for the Treatment of Historic Buildings*, and stays consistent with the historic period, and within all current local codes, laws and ordinances.

Because there is little to no evidence of the actual mural itself, and because the original sign lettering and lighting components are missing, any work on this project will consist of new design and construction, or re-creating rather than conserving. Therefore, all viable methods of re-creating the mural, sign lettering and lighting feature will be considered, provided that the completed work re-creates the style, color and graphic quality of the original mural and components as closely as possible. Lighting components should consist of contemporary electrical components in compliance with all local building codes.

City staff must approve the proposed design and method of project delivery prior to presentations to the City's Office of Historic Preservation, Historic and Design Review Commission, the State Historic Preservation Office, and other review boards.

Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

IV. Budget

A budget of $160,000.00 has been identified for this project, including its design phase and all labor and materials associated with the fabrication and installation phases. A contract for design, fabrication and installation services will be negotiated based upon the submitted proposal.

V. Eligibility

This opportunity is open to applicants (proposing individually or as a team) with proven experience working as a professional artist capable of teaming with historic preservation architects, lighting engineers, or equivalent designers in order to satisfactorily comply with historic preservation standards and review procedures. This opportunity is restricted to qualified applicants with residence in the Greater San Antonio Area and South Texas region. Background experience completing outdoor mural paintings and in the preservation of historic structures is strongly encouraged. Once selected, the selected respondent(s) must meet City contracting requirements including providing proof of liability insurance (Insurance Specifications are included in Attachment B of RFP) and completing a Discretionary Contracts Disclosure Form (Discretionary Contracts Disclosure – instructions and web-link to electronic form are included in Attachment A of RFP).

VI. Selection Process/Evaluation Criteria

An ad-hoc selection panel will be responsible for reviewing submitted proposals and may choose to identify a short list of Respondents to interview or to provide additional information. This panel will make a final recommendation to the City's Office of Historic Preservation, Historic and Design Review Commission, the State Historic Preservation Office, and other review boards.

Criteria:

- Suitability of submitted qualifications and background experience for this project;
- Appropriate identification and recommended materials and construction methods;
- Proficiency in project planning, execution and ability to meet summer 2012 completion deadline in coordination with the Mission Marquee Outdoor Plaza project;
- Ability to follow recommendations on historic preservation standards and local, state, and federal policies and procedures;
- Ability to provide an accurate budget with estimated unit costs for each of the three components of the project; the mural, sign lettering and lighting components.

VII. Submittal Requirements

Proposals should be organized in **three sections**; one with specifications for the mural (including surface preparation), one with specifications for the sign lettering, and one with specifications for the lighting components.

Submittals must be sent in **digital format** and must include one .pdf file of the entire proposal on a PC-compatible CD and a hard copy of the following, in 8 ½" x 11" format:

- Statement of aesthetic approach, research methodology and technical project delivery;
- Three design concept renderings with an identifiable scale: one depicting the mural on the marquee with no sign lettering; one depicting the mural with sign lettering; and one depicting the mural with sign lettering and lighting enhancements;
- A proposed budget with estimated unit costs detailing fabrication and installation of each of the three components of the project; mural, sign lettering and lighting;
- Current resumes, including mural and sign painting and historic preservation experience (for each team member if applying as a team);
- Up to three client references per team member pertinent to mural and sign painting and historic preservation or related projects completed within the last ten years (name, address, phone number, email);
- Three to five digital images of previous related projects, or related proposals. Image files should be in .jpeg format and not exceed 600 x 800 pixels nor 1.8 megabytes in size;
- Corresponding image list stating project title, description, dimensions, site, and dates;

- Discretionary Contracts Disclosure Form (Attachment A) – Respondents shall complete the form online at: http://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf, print a copy and include the completed form with proposal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal;
- Proof of Insurability (Attachment B) -- Respondent shall submit a copy of its current insurance certificate.

The City of San Antonio and its sponsors, contractors, and/or consultants are not responsible for the loss or damage of the materials returned. Original artwork and incomplete or late submittals will not be accepted. Submission of application materials constitutes agreement to all the rules and guidelines of the RFP as presented in this document.

The above material MUST be received no later than 3:00 pm on **Friday, February 3, 2012**

Submittals may also be delivered in person in a sealed package, clearly marked on the front of the package "RFP: Historic Mission Drive-In Marquee Mural Re-creation". When submitting a bid proposal in person, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. – 7 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

THE CITY IS NOT AT FAULT IF ANY SUBMITTALS ARE NOT DELIVERED TO, OR RECEIVED AT, THE FOLLOWING ADDRESS BY THE SUBMITTAL DEADLINE.

VIII. Mailing Address

City Clerk's Office, Attn: Office of Cultural Affairs/Public Art San Antonio
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:
City Clerk's Office, Attn: Office of Cultural Affairs/Public Art San Antonio
100 Military Plaza
City Hall, 2nd Floor
San Antonio, Texas 78205

IX. Selection Process Schedule

The following tentative schedule has been prepared for this project:

Pre-Submittal Conference	**01/19/2012**
Deadline for Submission of Written Questions	**01/31/2012**
Responses due	**02/03/2012**
Anticipated City Council Consideration	**March 2012**

Final approval of a selected Respondent(s) is subject to the action of the San Antonio City Council.

X. Pre-Submittal Information Session

Interested parties may also attend a Pre-submittal Information Session from **6:30 pm to 7:30 pm on Thursday, January 19, 2012** at the Development Services Department (DSD) **One Stop Center** located at 1901 S. Alamo, San Antonio, Texas 78204. Attendance is not mandatory.

Respondents are encouraged to prepare and submit their questions to Carisa Gamez in writing three (3) calendar days in advance of the Pre-Submittal Conference, in order to expedite the proceedings. Contact information for Carisa Gamez can be found on page 7 of this RFP.

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and will be posted on the City's website at http://epay.sanantonio.gov/RFPListings/.

This meeting place is accessible to disabled persons. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

- Free parking is available. For directions to the One Stop Center go to: http://www.sanantonio.gov/dsd/directions.asp

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on City. Only written responses shall be official. All other forms of communication with any officer, employee or agent of City shall not be binding on City.

XI. Evaluation Criteria

This solicitation is a one-step process. City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFP. City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications pursuant to the RFP. The selection committee may select all, some or none of the Respondents for interviews. If City elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria, to be determined by the selection committee. City also may request additional information from Respondents at any time prior to final approval of a selected Respondent. City reserves the right to select one, more or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

XII. Amendments to RFP

Changes, amendments or written responses to questions received in compliance with Restrictions on Communication, may be posted on City's website at http://epay.sanantonio.gov/RFPListings/. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A

Respondent which does not have access to the Internet must notify City in accordance with "Restrictions on Communication," that Respondent wishes to receive copies of changes, amendments or written responses to questions by mail or facsimile.
No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP – if any – shall be made in writing only.

XIII. Restriction on Communications

Once this RFP has been released, Respondents are prohibited from communicating with City staff regarding the RFP or Submittals, with the following exceptions:

A. Respondents are prohibited from communicating with elected City officials and their staffs regarding the RFP or submittal from the time the RFP has been released until the contract is posted as a City Council agenda item. Respondents are prohibited from communicating with City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact which results in the direct or indirect discussion of the RFP and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration. Exceptions to the restrictions on communication with City employees include:

1. Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conference;

2. Respondents may submit written questions concerning this RFP to the Staff Contact Person listed in the address below until 4:00 PM on Tuesday, January 31, 2012 Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

Carisa Gamez, Contract Coordinator, 207-4034 (via fax) or Carisa.Gamez @sanantonio.gov

However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Carisa Gamez, Contract Coordinator
City of San Antonio, Capital Improvements Management Services Department
Contract Services Division
114 W. Commerce Street, Room 900, San Antonio, TX 78205

3. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from such selection committee meetings as it deems in its best interests;

B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City.

XIV. Award of Contract and Reservation of Rights

City reserves the right to award more than one, or no contract(s) in response to this RFP.

A. The Contract(s), if awarded, will be awarded to the Respondent(s) whose submittal(s) is/are deemed most advantageous to City, as determined by the selection committee, upon approval of the San Antonio City Council.

B. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, said negotiations shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to San Antonio City Council approval.

C. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, reissue a subsequent solicitation and/or remedy technical errors in the RFP process.

D. City will require the selected Respondent(s) to execute a contract with City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance, as required in this RFP and the contract. Contract documents are not binding until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

E. This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

F. The successful Respondent must be able to formally invoice City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by City. City administers its design and construction management through an Internet-based management system, referred to as the "Portal". All vendors will be required to use City's portal system and submit schedules using Primavera Project Manager 5.X or Primavera Contractor 4.1 or above.

G. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business

entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

H. Respondent is required to warrant and certify that it, its officers, employees and agents neither are officials nor employees of City, as defined in Section 2-42 of City's Ethics Code. (Discretionary Contracts Disclosure – Instructions and web-link to electronic form are included in Attachment A of RFP.

I. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract: (1) is/are and shall be deemed to be an independent contractor(s) responsible for its/their respective acts or omissions; (2) that City shall in no way be responsible for Respondent's actions; and (3) that none of the parties hereto will have authority to bind the others, or to hold out to third parties that it has such authority.

J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods or services with City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with City; or (2) submits to City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm
http://www.ethics.state.tx.us/forms/CIQ.pdf.

Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk, if mailing a completed conflict of interest questionnaire, mail to Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor with questions regarding the statute or form.

K. All submittals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

L. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

M. SOLICITATION PROCESS REVIEW: Any respondent desiring a review of the solicitation process must deliver a written request to the Director of Capital Improvements Management Services (hereafter referred to as "CIMS") within seven (7) calendar days from the date the notice of non-selection was sent. When the CIMS Director receives a timely written request, the CIMS Director, or designee, shall review the Respondents concerns and the solicitation process for legitimacy and procedural correctness. After performing a full review, the CIMS Director will notify the respondent in writing of his determination.

N. INDIVIDUAL SUBMITTAL DEBRIEFINGS: In an effort to improve solicitation responses, CIMS is making available on its web site a "Solicitation Response Tip List" which includes the top common items that "make or break" submissions. Providing this information prior to the due date of the submittal provides Respondents with an opportunity to develop a better response for each solicitation. As a result of this up-front effort, each respondent is entitled to a one debriefing per calendar year after City Council has made an award if: (a) it is not the selected respondent and (b) it has not been debriefed in the previous 12-month period. Once a firm has been debriefed, it will not be eligible for future debriefings within that calendar year. Any respondent meeting the above criteria, which desires an individual submittal debriefing, must deliver a written request to the CIMS Contract Services within seven (7) calendar days from the date the notice of non-selection was sent.

XV. Resources

- *Standards for the Treatment of Historic Buildings:* (http://www.nps.gov/hps/tps/standguide/);
- *Memorandum of Agreement Between the Texas State Historic Preservation Officer and The City of San Antonio*: Regarding the Redevelopment of the Mission Drive-In Theatre in The City Of San Antonio, Bexar County, Texas, November 16, 2009: www.publicartsa.com;
- Circa 1950 black and white photograph of the Mission Drive-In marquee mural courtesy of the UTSA Libraries Special Collections www.publicartsa.com