

REQUEST FOR QUALIFICATIONS

DATE: JUNE 18, 2018

CLOSING DATE: JULY 26, 2018
@ 2:00 p.m.

RFQ NO: RFQ 18-01

VENDOR FEID# _____

CALL TO ARTISTS AND REQUEST FOR QUALIFICATIONS

Northeastern State University

Veterans Memorial Sculpture Public Art Project

Northeastern State University, main campus in Tahlequah, Oklahoma, is seeking an artist to create a permanent, outdoor, large-scale bronze Veterans Memorial sculpture.

Background: Northeastern State University is the oldest institution of higher learning in Oklahoma. It is the fourth-largest public four-year institution in the state and is one of six regional institutions governed by the Regional University System of Oklahoma board. The university serves a learning hub in northeastern Oklahoma formed by three campuses – the main campus in Tahlequah and branch campuses in Muskogee and Broken Arrow – which together serve nearly 9,000 students annually.

Project Description:

The work should be a figurative representation of military service from Cherokee Code Talkers in WWII to Vietnam, the Gulf War and present day service women and men from different branches of the US Military. The initial concept for consideration is *NSU Veterans: Serving and Communicating through the Decades*. However, the finished sculpture should be unique to any other known veteran's memorial sculpture and historically accurate. In its finished form, the statue should be a bronze sculpture 1.5 times life size, approximately 7 to 9 feet tall.

Artist Eligibility: Open to all artists.

Budget: The budget is contingent on state appropriations and private fund raising and will be adjusted as necessary, budget amounts will be discussed with finalists.

Selection Panel and Criteria: Applications will be reviewed by the NSU Veterans Memorial Selection Committee, a panel of individuals' representative of the NSU community that may include faculty, staff, alumni, community-at-large members, and other patrons of the University.

Selection Criteria and Process: The panel will look at the merit of the artist's work, past experience at completing projects on time and within budget guidelines, and appropriateness of the proposed concept. At this stage in the process, specific concepts are helpful but not required; the selection committee is primarily interested in a general idea of the artist's approach to the project. However, the finished product should complement NSU's architecture, history, tradition, and culture. Drawings are welcome, but should be no larger than 8.5 x 11 and should not be originals.

The Selection Committee will review submissions and select up to three finalists. Each finalist will be awarded an honorarium to create a site-specific design proposal that will include a scale model, an itemized budget, a project timeline, and a project narrative (including the artist's choice of foundry). Out-of-area artists will receive a moderate allowance for transportation and per diem expenses. Finalists will be required to present their proposals in person to the Selection Committee, which will make the recommendation to the President's Cabinet for final decision on the artist awarded the project. Scale models become the property of NSU and may become part of a permanent display. The proposed location for the sculpture will be determined by the Selection Committee.

Application Procedure: All applications must be received by July 26, 2018. The artist will be selected based on submission of the following:

A letter of interest (not to exceed one page) which should outline the artist's qualifications for this project. The letter should discuss why the artist would like to work on this project; a general idea of the approach the artist would use; examples of similar projects the artist has completed; and how this project would relate to the artist's current work.

Resume of past experience as an artist (not to exceed three pages).

At least 10 labeled images of recent work and/or work related to this type of project. Images may be prints, slides or digitals submitted on a CD, in jpeg format, within the range of 72 to 150 dpi and sized not larger than 5x7. An annotated image list corresponding to the file name on the CD should include the artist's name, title of the work, completion date, location (if permanently sited), project details, dimensions, and medium. The list should be sorted in desired priority of viewing.

At least three professional references (with current phone numbers).

A self-addressed, stamped envelope, if the artist wishes to have submitted materials returned.

Applications should be submitted to: Purchasing Department
Attn: Johnny Johnson
Veterans Memorial Project
601 N Grand Ave
Tahlequah, OK 74464

Projected Timeline:

Application Deadline:	July 26, 2018
Announcement of Finalists:	August 16, 2018
Presentations by Finalists:	To be scheduled last weeks of August 2018
Artist Selection Announcement:	September 6, 2018
Project Unveiling:	November 11, 2019

GENERAL INSTRUCTIONS:

The University reserves the right to accept or reject any or all RFQs.

- This RFQ is invalid if the affidavit is not signed and notarized.
- RFQ's must be received in the Purchasing Department at Northeastern State University, Purchasing Department, 601 N Grand Ave, Tahlequah, OK 74464 by the specified RFP closing time and date to be considered.
- RFQ's may be NOT be faxed, although questions may be emailed to Johnny Johnson: johns035@nsuok.edu
- All correspondence related to this RFQ should indicate the assigned RFQ number for reference purposes.
- Questions regarding RFQ should be directed to Johnny Johnson, Purchasing Agent at (918) 444-2170.
- Unless otherwise indicated, prices are FOB Northeastern State University, 601 N Grand Ave, Tahlequah, OK. 74464.
- All RFQ's become the property of Northeastern State University and will not be returned.

The evaluation of your bid will be based on many criteria; however, the following areas will be given special consideration.

1. Cost
2. Ability to deliver the products in a timely fashion.
3. Overall satisfaction with your company, its service and products as expressed by references.
4. Lead time to completion of project
5. On campus demonstration, if required

COMPETITIVE BID AND CONTRACT AFFIDAVIT TO BE SUBMITTED WITH BID)

STATE OF: _____

COUNTY OF: _____

A. For purposes of competitive bids, I certify:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party;

a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,

b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor

c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

Signature

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public _____

My commission expires: _____

NOTE: Each Competitive Bid submitted to a County, School District or Municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.24.

ethics·point Integrity of work EthicsPoint is a comprehensive and confidential reporting tool to assist management and employees to work together to address fraud, abuse, and other misconduct in the workplace, all while cultivating a positive work environment.

- Go to www.nsuok.edu and click the Ethics Point logo at the bottom of the page.

Felony and Sex Offender Affidavit

(to be submitted with bid)

STATE OF _____)

COUNTY OF _____)

_____ of lawful age, being first duly sworn on oath says that _____ is the agent authorized by the Contractor to bind the Contractor to the terms and conditions of this Affidavit. Affiant further states that the Contractor will make all possible efforts and provisions to ensure that any employee or representative sent on school premises for the purposes of delivery, services, work or for any other purpose, is not in violation of the State of Oklahoma Laws reproduced below. Affiant further states that each and every Subcontractor, Sub-subcontractor, Material Supplier or any other entity performing work, services or any other task, or supplying any material, equipment or other items for the Project, has signed a like affidavit maintained the Contractors Project File.

State of Oklahoma Law states:

- A. No person or business having a contract with a school or school district for services to be performed during normal school hours shall allow any employee to work on school premises if such employee is convicted in the state, the United States or any other state of:
 - 1. Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or federal sex offender registration provisions; or
 - 2. Any felony offense except as provided in subsection C of this section or when ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for criminal offense
- B. Every person or business having a contract for services with a school district where such services are to be performed on the school premises during normal school hours shall be required to sign a statement declaring that no employee working on school premises under the authority of such person or business is in violation of the provisions of this section.
- C. The provisions of this section shall not apply to volunteers, persons performing community service hours under court order or persons performing services under a supervised work release program. Provided, however, persons performing community service hours or services under work release shall not be allowed to work on school premises at any time after having been convicted of any offense state in paragraph 1 of subsection A of this section (70 O.S. ss 101.48).

It is unlawful for any person registered pursuant to the Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contract for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act. Upon conviction for any violation of the provisions of this subsection, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00). In addition, the violator may be liable for civil damages (57 O.S. ss 589)
