

REQUEST FOR PROPOSAL -NO. 21-3621-001
FOR ARTISTS TO PRODUCE EXTERIOR ART FOR DISPLAY ON THE EXTERIOR WALL OF THE
GUAM CULTURAL REPOSITORY AT THE UNIVERISTY OF GUAM

RFP #21-3621-001 • Issue Date: February 10, 2021

Responses Due Date and Time: **Friday, March 5, 2021, 5:00 p.m.,** Chamorro Standard Time (ChST)

ISSUING AGENCY INFORMATION

University of Guam
 Point of Contact: James (Jim) R. Hollyer, Special Assistant to the President (Interim)
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 Website: <https://www.uog.edu/quam-cultural-repository>

Guam Council on the Arts and Humanities Agency (CAHA)

Point of Contact: Jackie Balbas
 Angela Flores Building, 3rd Floor
 243 Martyr Street, Hagåtña, Guam 96910
 Phone: (671) 300-1204 to 300-1208
 Email: jacqueline.balbas@caha.guam.gov
 Website: www.guamcaha.org

INSTRUCTIONS TO RESPONDENTS

Submit to: Jackie Balbas
 Guam Council on the Arts and Humanities Agency
 Angela Flores Building, 3rd Floor
 243 Martyr Street, Hagåtña, Guam 96910
 Phone: (671) 300-1204 to 300-1208

Send PDF to info@caha.guam.gov
Attention: Jackie Balbas
RFP Number: 21-3621-001
RFP Title: Request for Proposals for Artists
Capable of Producing Exterior Art for Display on the Guam
Cultural Repository
Responses Due: Friday, March 5, 2021, 5:00 p.m.
Chamorro Standard Time (ChST)

RESPONDENTS MUST COMPLETE THE FOLLOWING

Respondent's Name/ Point of Contact/ Address

Authorized Respondent's Signatory Printed Name:

Authorized Respondent's Signature: (Please print name and sign in ink or digitally)

Respondent's Phone Number:

Respondent's Other Contact Number;

Respondent's Federal I.D. Number:

Respondent's Email Address:

RESPONDENTS MUST RETURN THIS COVER SHEET WITH THEIR RESPONSE

**Guam Cultural Repository
Request for Proposal No. 21-3621-001
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I. INTRODUCTION

The University of Guam was designated as the site of the Department of Defense funded \$12 million Guam Cultural Repository, which will sit on part of 10-and-a-half-acre site and occupy about a quarter of the property, including the 13,230 square foot building. It is located on the right side of J.U. Torres Drive (University Drive) just past Presidents' Lane at the main entry to campus. The Repository will provide adequate space to curate Guam cultural collections. It will also house many artifacts displaced by the military buildup construction, the facility will serve as a key resource for ongoing research, education, and interpretive activities by and for the people of Guam and visitors to the island with outreach activities geared towards instilling a respect for Guam's cultural and natural resources and the appreciation of the history of the CHamoru people. The Repository will house diverse collections that reflect the chronology of Guam, from the time of first habitation around 1500 BC all the way through the present day. Examples of collection items are: potsherds, fishing/hunting implements, stone tools. In addition to artifacts the repository will also house reports, documents, maps, photographs, and more.

The University of Guam as the operator of the facility, together with the Guam Council on the Arts and Humanities Agency (CAHA) as the administrator of Guam's One Percent for the Public Arts Program, seeks proposals from qualified local artists to provide art to be displayed on three (3) panels of the exterior wall of the Guam Cultural Repository. The artwork for each panel does not have to be one solid piece. All selected art must speak to the theme: "Pre-contact life, carving and plaiting/weaving patterns" and the artwork should reflect the collections in the Repository and the continual generations of CHamoru people and their adaptations through time. Exterior art materials can include:

- Ceramics
- Metals (resistant to salt since UOG is located near the ocean)
- Glass

Other requirements

- Artwork cannot be a painted image on the wall (because paint would need to be refreshed periodically and there is no budget for this type of work).
- The work will need to fasten tightly to the concrete shell of the GCR and not torn off by a major typhoon.
- There can be no mobile artwork or objects detached from the surface of the building. Nothing requiring water or electricity.
- The artwork must be durable and last 30 years.
- The design must be easy to maintain/clean.

II. ELIGIBILITY

Any artist that is resident of Guam for six months is eligible although selection preference may be given to artists who pay taxes in Guam; and are registered with CAHA.

Use this web link to download a form to register with CAHA: https://1066a719-519a-4a65-93da-a2091e526c92.filesusr.com/ugd/850b83_875b58998f2a44b285d476302b5de1de.pdf . Completed forms can be attached to the artist preapplication or emailed to info@caha.guam.gov .

III. SUBMITTALS

The competition will be conducted in 2 stages:

1. Qualifications stage: An initial submission from which 3-4 semi-finalists may be selected based on the materials submitted. A preapplication is required that includes the following: Project description & concept, artist training, background and history, ability to produce the proposed artwork and a concept drawing to scale.

Submissions for this stage should include the following:

- a. Artist preapplication
- b. Concept of proposed artwork
- c. Concept drawing to scale of the proposed artwork
- d. A write up addressing the following:
 - i. Your experience with this type of installation
 - ii. Your ability or access to others with experience in the fabrication of the artwork

2. Final stage: Each semi-finalist will be invited by the GCR Percent for the Arts Selection Committee to develop a final proposal to be presented to the Committee for consideration. Final budget required at this stage.

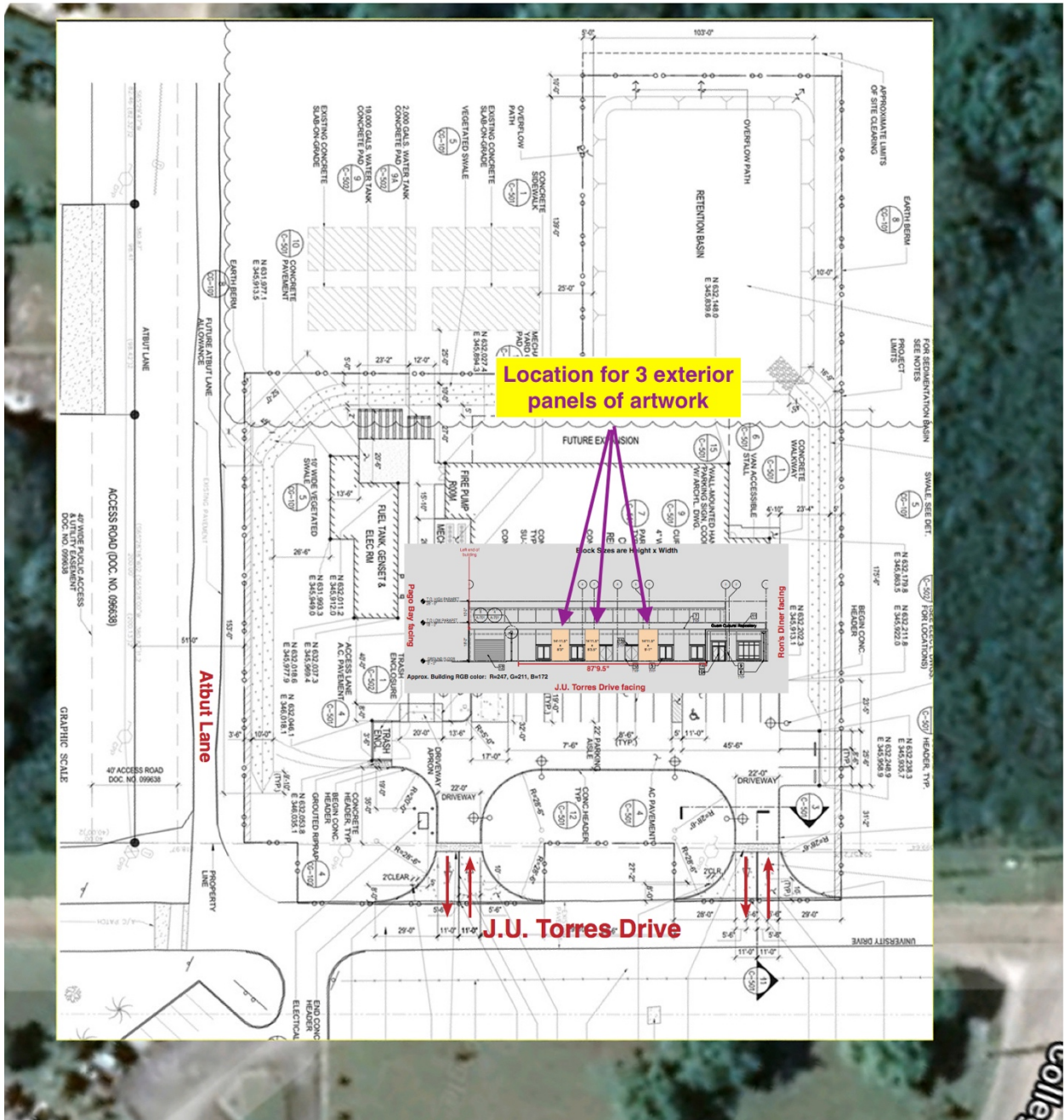
Submissions for this stage should include the following:

- a. Artist final application
- b. Final Concept of proposed artwork
- c. Final Concept drawing to scale of the proposed artwork
- d. Professional References
- e. Detailed Budget Breakdown - Artist cost proposal to produce and install artwork.

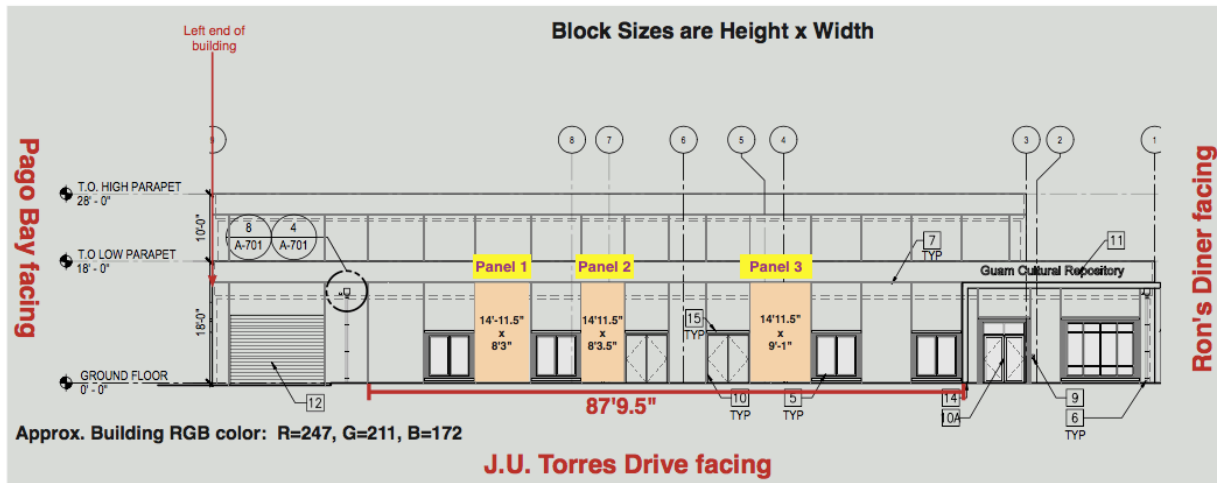
All samples and concepts submitted as part of this RFP will become property of Guam CAHA and will not be returned to the artist.

IV. LOCATION

All artwork will be displayed on the exterior wall of the Guam Cultural Repository located on the campus of the University of Guam in the village of Mangilao. Bidders should note, upon their familiarization with the locations of the artwork, that artwork will be installed in areas where the public will pass and congregate. Art will be exposed to all of Guam's wind and weather conditions. No provisions will be made to prevent unauthorized handling of the pieces.



Site location at the University of Guam



- Panel area 1: 14 feet, 11.5 inches x 8 feet, 3 inches
- Panel area 2: 14 feet, 11.5 inches x 8 feet, 3.5 inches
- Panel area 2: 14 feet, 11.5 inches x 9 feet, 1.0 inches

An artist can pitch a plan for 1, 2, or for all 3 panels. The artwork for each panel does not have to be one solid piece. The building main paint color is a sandstone or taupe color similar to most buildings on UOG's campus.

V. SELECTION PROCESS

Respondents will be selected in general accordance with CAHA's Procedures and Guidelines Handbook for Art in Public Buildings and Buildings supported by Federal and Government of Guam Funds in the Territory of Guam and the Percent for the Arts Enhancement Grant Program. A copy of the procedures and guidelines may be downloaded from CAHA's website at https://1066a719-519a-4a65-93da-a2091e526c92.filesusr.com/ugd/850b83_64ebd49d72564db7890e433290526d06.pdf

The process of selecting the artisans will consist of:

The Committee's review of the artist's response to the Request for Proposal

1. Qualifications Stage

All interested artists are required to submit a completed preapplication which is divided into three (3) areas:

- A. Concept of proposed artwork
 - A narrative description of the artist's concept to include:
 - i. proposed artistic project and its purpose
 - ii. medium, titles and dimensions of proposed work, type of art to be produced
 - iii. how the project is to be accomplished and by whom
 - iv. length of time to produce artwork and timeline

- B. Concept drawing to scale of the proposed artwork
- C. A write up addressing the following:
 - i. Artist background, history, and experience with this type of installation to include -
 - a. Artist ability to produce art of the size and scope required for the commission
 - b. A detailed narrative of the artist's ability and/or approach to produce the artwork.
 - c. Specific experience in creating commissioned works of art, and overall capability.
 - ii. Artist ability or access to others with experience in the fabrication of the artwork

Semi-finalists will be invited by the GCR Percent for the Arts Selection Committee to develop a final proposal to be presented to the Committee for consideration. Final budget required at this stage.

2. Final Selection

Artist Semifinalists are required to submit a completed final application which is divided into three (3) areas:

- A. Final Concept.
- B. Detailed budget breakdown – cost proposal to produce and install work.
- C. Professional References Letters of recommendations from four (4) professional references who are familiar with your work produced within the past five (5) years or a list of four (4) professional references - individuals who are familiar with your work produced within the past five years with contact information (phone number and email address).

The selection committee will review and evaluate all submissions, concepts, portfolios, representative samples of artists' work submitted (scaled as appropriate), cost proposals and will make final selections.

CAHA and University of Guam reserve the right to request additional information. All final concepts and craftwork samples will become the property of CAHA/ University of Guam along with limited copyright and certification of authenticity.

The criteria used to select the artists for the commission will be based on:

- a. The quality and creativity of the artist relative to the RFP disciplines for which they request evaluation;
- b. Ability to express and conceptualize according to a thematic framework, including those specific to the University of Guam facility and exhibit designs;
- c. Technical competence specific to the disciplines identified in the RFP. Technical competence, must be evidenced by past work and experience, and documented in the artist's portfolio; and
- d. Aptitude for planning, budgeting, and meeting schedule milestones.

VI. COMPLETING THE WORK

The artisans assembled as a result of this selection process will be contracted by CAHA or the University of Guam. From the onset, the work of all artisans will be closely coordinated by CAHA, the selection committee, and the University of Guam representative. Following contracting and the issuance of "Notice to Proceed," an initial "kick off" meeting will be held between each contracted artisan(s), and CAHA, the selection committee, the building contractor, and the University of Guam to discuss project schedules and deliverables. After this meeting, formal schedules projecting critical interim and completion dates for each of the participating disciplines will be generated. There may be a different schedule for progress submittals and approvals, related progress payments, and final completion dates.

Before the work of each artisan is complete, meetings to discuss concept review, rough draft reviews, and a final draft review will be held. All artists are required to submit weekly progress reports with photos (transmitted via email) that document their progress to CAHA. The selection committee and the University of Guam will approve sketches to ensure that the design intent is being met and that the final deliverable is in keeping with the vision of University of Guam.

It will be the responsibility of the artisan to provide the artwork, ready to be installed, by the deadline. Final design and installation of all pieces must comply with all building and safety codes and other criteria determined by CAHA, the selection committee, the building contractor, and the University of Guam. This is particularly important for three-dimensional designs that utilize heavy materials. Therefore, any design deemed to be of a great safety risk will not be considered. All submissions and art delivered under the contract must be certified by the artist as original work.

VI. PROJECT SCHEDULE

	Event	Date
1a	Solicitation Issue Date - Run Date AD #1	Wednesday, February 10, 2021
1b	Run Date AD #2	Thursday, February 11, 2021
1c	Run Date AD #3	Friday, February 12, 2021
2	Request for Proposal (RFP)/ Artist preapplication Availability	Wednesday, February 10, 2021 – CAHA Website www.guamcaha.org
3	Artist Orientation Meeting via Zoom (Mandatory Attendance) (*Please contact CAHA at info@caha.guam.gov to make arrangements for an invitation to the meeting.)	Tuesday, February 16, 2021 at 6 pm
4	RFP Responses Due with Preliminary Sketches and Concepts in pdf format via email to info@caha.guam.gov	Friday, March 5, 2021 at 5 pm
5	Notification of Selection and Invitation to Artist Semifinalists to submit final concept rendering	Friday, March 19, 2021
6	Final Conceptual Presentations Due in pdf format via email to info@caha.guam.gov	Friday, April 09, 2021 at 5 pm
7	Presentation to Committee & Selection of Artists	Tuesday to Friday, April 13 - 16, 2021
8	Notification of Selected Artists	Monday, April 19, 2021
9	Commission Artists and Contract Signing	Wednesday – Friday, April 21 - 23, 2021
10	Production of Artwork	Monday, May 03, 2021 – Friday, November 05, 2021
11	Final Artwork Due	Monday, November 08, 2021
12	Installation of Artwork	Tuesday, November 09 – 23, 2021



GUAM COUNCIL ON THE ARTS & HUMANITES (CAHA)

Physical Location: Angeles Flores Bldg., 3rd Floor, 243 Martyr Street, Hagåtña • Mailing Address: P.O. Box 2950, Hagåtña, Guam 96910
 Telephone: (671) 300-1204 to 300-1208 • Email: info@caha.guam.gov • Webpage: www.guamcaha.org

**Art in Public Places a.k.a. Percent for the Arts
 Request for Proposals #21-3621- 001
 Artist Preapplication**

To produce exterior art for display on the Guam Cultural Repository at the University of Guam

Carefully review the program guidelines and instructions before filling out the application form. Incomplete and illegible forms may invalidate your applications. All applications must be typed or computer generated. Supplemental information is limited to one (1) page only per area. Please double-check all information to ensure that it is correct before submitting by the due date.

1. Name of Applicant or Organization:		
SSN or TIN:		
2. Home Address:		
City:	Guam	Zip Code:
3. Mailing Address:		
City:	Guam	Zip Code:
4. Are you a permanent resident of Guam? Y/N		
How many years and months have you resided in the Territory of Guam?		
5. Are you currently registered member of CAHA?		
6. Contact Numbers:		
Email Address:		
7. Project Title:		
8. Medium of Artwork for the Exterior Wall of the Guam Cultural Repository at the University of Guam:		
9. Additional Artist(s) Involved (Name and contact number) if applicable:		

GCAHA USE ONLY:
Date Received:
Application Number:
Received by (CAHA staff print name & signature):

10. PROJECT DESCRIPTION/ CONCEPT (Please attach a separate sheet if more space is needed)

- A. Describe the proposed artistic project and its purpose. Type of art do you plan to produce?
- B. Where will the final production work occur?
- C. How is project to be accomplished?
- D. By whom?
- E. How long will it take you to produce your work? (Include timeline)
- F. Indicate medium of artwork, title(s) and dimension of each piece.
- G. Please attach sketches of your concept.

11. Art Training, Background and History (Please attach a separate sheet if more space is needed.)

Provide a synopsis of your history as an artist to include familiarity with the types of medium you work with. Information and samples/ photos of your work and history; work should be included in your portfolio. A professional CV can be attached. Feel free to attach a separate sheet if more space is needed.

12. Ability to produce art of the size and scope required for the commission (Please attach a separate sheet if more space is needed)

Please provide a detailed narrative on your ability and capability to fulfill the requirements of the artist specifications, including your ability to meet the project schedule. This should include but not limited to your experience in fulfilling commissioned works of art in the past, current commissions, and studio space. Provide any other pertinent information that would demonstrate your ability to fulfill a commission of this magnitude.

Authorizing Signature

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Applicant Signature:

Name (Please Print):

Date of Application:

CHECKLIST

INDIVIDUALS (Did you include the following?)

1. Professional Resume/ Biography
2. At least three (3) and no more than ten (10) samples of relevant artwork (i.e., photographs, prints, CD-ROM containing digital images)
3. Conceptual Presentation – sample representation/ sketches of proposed concept and other pertinent information: type(s) of medium used; proposed timeline for completion; location of where the commissioned will be produced and titles of work to be produced and dimension of pieces

*All samples submitted as part of this RFP will become property of CAHA and/or the Guam Cultural Repository, University of Guam and will not be returned to the artist.
