



# CITY OF KYLE

100 W. Center • Kyle, Texas 78640 • (512) 262-1010 • FAX (512) 262-3987

## RFP

Artwork for Roundabout at Bunton Creek Road and Goforth Road  
CITY OF KYLE  
Kyle, Texas

### *Request for Proposals*

The City of Kyle Arts and Cultural Board is seeking professional services for design and installation of a piece of Artwork for the Roundabout located at Bunton Creek Road and Goforth Road in Kyle, TX.

### **PROPOSED PROJECT**

The City of Kyle Arts and Cultural Board has a strong desire to accent the roundabout located at Bunton Creek Road and Goforth Road in Kyle, TX, near the Casetta Ranch subdivision, with a visually striking display of Public Art. The location and size of the roundabout lends itself to a larger scale sculpture or monument size piece of art. The Board is seeking a unique, one-of-a-kind piece of artwork to be placed at this roundabout.

### **VISION**

The Board is looking for a unique, one-of-a-kind, large-scale piece of artwork such as a sculpture or monument that is appropriate for placement within a roundabout and public right-of-way. The Board's vision is an art piece that is contemporary in style and visually striking. If moving parts are included, the Board's visions would be for these parts to utilize a natural energy source such as wind or solar power.

### **SCOPE OF WORK**

The Scope of Work will include the design, construction/creation, and installation of the Art Work according to the City's and Board's specifications.

### **INITIAL PROPOSAL FORMAT**

Proposals should include the following information:

- Cover Letter and/or resume
- Complete legal name, address, telephone number, email address
- DUNS number, and Tax Identification Number, if applicable
- Business organization including the date established, number of employees, and brief history of the firm, if applicable
- Statement of qualifications or relevant experience
- Proposed timeline for creation and final installation of art piece based on an Agreement start date of February 7, 2024.
- Sketch or concept for proposed artwork

- Proposed budget for complete project and, if applicable, hourly rate for staff person(s) (by staff position/title)
- Provide one (1) original and two (2) copies of the proposal response. Only printed material will be accepted. The pages must be numbered. In addition, an electronic copy can be submitted on a thumb drive.

Three (3) copies must be received by the City of Kyle Assistant City Manager’s Office prior to 4:00 pm on Wednesday, January 10, 2024. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Kyle  
 Amber Schmeits  
 Assistant City Manager  
 100 W Center St  
 Kyle, TX 78640

Proposal submission deadline is 4:00 pm on January 10, 2024. Late or incomplete submittals will be rejected.

#### **INTERVIEW WITH BOARD**

The City will review the proposals submitted during a Special Called meeting of the Arts and Cultural Board on January 11, 2024. Based on this meeting, the Board will select the top proposals to interview at the Regular Meeting of the Board on January 18, 2024. This interview will include an overview of the proposal and a 3D model and digital renderings of the proposed artwork.

#### **QUESTIONS**

Any requests for interpretation should be submitted in writing via email to Amber Schmeits at [aschmeits@cityofkyle.com](mailto:aschmeits@cityofkyle.com). As appropriate, interpretations will be summarized in the form of an addendum to the RFP, which will be posted on the City of Kyle website and emailed. Vendors are responsible to make sure they receive all addenda associated with this RFP. The deadline to submit questions is Wednesday, January 10, 2024 at 4:00 p.m.

#### **PROPOSAL EVALUATION CRITERIA**

The City of Kyle reserves the right to award the contract generated from this RFP to the consultant that presents a proposal that best meets the specifications as listed herein and represents the most beneficial procurement as determined by the City. The award will be made by the City's Arts and Cultural Board and shall be based on the consultant's qualifications including, but not limited to, the following:

##### **Proposed Staffing, Firm Workload, and Resources (40 points)**

- Experience & capacity;
- Understanding of work to be performed;
- Understanding of the Board’s Vision;
- Familiarity with the City of Kyle;
- Professional expertise;
- Prior experience relative to project;
- Completeness, feasibility, and quality of scope of services;
- Schedule of proposed activities with timeline and proposed completion date(s);
- Project completion timeline for individual activities, written responses, reports, etc.;
- Complete cost breakdown by individual activity and overall project.

Quality of Proposal (10 POINTS)

RFP Evaluation Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of the submittal.

Cost Proposal (20 POINTS)

The submitted cost proposal will be included in the overall RFP evaluation. This price is to be all-inclusive. There shall be no reimbursable costs.

Availability (20 POINTS)

The selected consultant's availability for face-to-face interactions and citizen groups. Response must name the individuals to perform the required services, plus any other professional/technical functions you deem essential to perform the services. Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive experience directly related to the proposed contract.

Participation by Small Business Firm/Individual, Minority Owned Enterprise, Section 3 Firm, or Women Owned Enterprise – (Maximum 10 points)

The City reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the City, and reserves the right to modify any requirements, terms or conditions as outlined in this RFP when such modification(s) is in the best interests of the City.

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City of Kyle. Consultants are responsible for submission of accurate, adequate, and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the consultant and shall be grounds for rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the City of Kyle. Neither the issuance of the RFP, preparation and submission of a

response, nor the subsequent receipt and evaluation of any response by the City of Kyle, will commit the City to award a contract to any consultant even if all of the user requirements in the RFP are met. The City may modify these requirements in whole or in part and/or seek additional consultants to submit responses. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Applicants will be required to make a presentation of their qualifications on Thursday, January 18, 2024, to the Arts and Cultural Board and may be required to make a presentation of their qualifications on Tuesday, February 6, 2024, to the Mayor and City Council.

### ***Rights to Proposals***

All proposals, upon submission to the City of Kyle, shall become the City's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and the City of Kyle. The City accepts no financial responsibility for costs incurred by any consultant in responding to this RFP.

The City of Kyle reserves the right to reject any and all proposals and has the right in its sole discretion to accept the proposal it considers the most favorable to the interests of the City of Kyle. In the event that all proposals have been rejected, the City further reserves the right to seek out new proposals when such procedure is deemed reasonable and in the best interest of the City of Kyle.

The City of Kyle shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the proposal; any meeting required during the selection process; presentations or interviews; preparation of the cost statement; or final contract negotiations. All responses to the Request for Proposals will become the property of the City of Kyle.

The City of Kyle has the following prerogatives with regard to proposals submitted:

- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted
- To correct any arithmetic errors in any or all proposals submitted
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

### ***Agreement for Services***

The consultant will enter into an Agreement for Services with the City of Kyle based upon the contents of the RFP and the consultant's proposal. The consultant must include with the proposal a description of any exceptions requested to the standard contract. If there are no exceptions requested, a statement to that effect must be included in the proposal.

### ***Insurance Requirements***

Prior to executing an Agreement for Services, the consultant may be required to provide to the City proof of the required insurance and endorsement.