

CLARK COUNTY, NEVADA
PROFESSIONAL SERVICES
ON-LINE RFQ SUBMITTAL CHECK LIST (BONFIRE)

This check list is provided for your reference and use only. This check list should not be submitted with your RFQ. Omission of, or failure to submit the correct required documents may be cause for rejection.

ALL PROPONENTS: Requirements Before RFQ Opens:

<input type="checkbox"/>	Examine and understand the RFQ Documents and the site(s) / location(s) for the proposed work to be performed or services to be provided.
<input type="checkbox"/>	Attend scheduled Pre-Submittal Conferences or Submit questions to obtain complete understanding of Scope of Work.
<input type="checkbox"/>	Complete and prepare all required documents, questionnaires, resumes, if required.

ALL RESPONDENTS: Documents Due with RFQ:

<input type="checkbox"/>	Respondents RFQ Submittal scan into the correct Response Attachment link online.
<input type="checkbox"/>	SUBCONTRACTOR INFORMATION Form scan into the correct Response Attachment link online.
<input type="checkbox"/>	ALL RESPONDENTS ARE SOLELY RESPONSIBLE TO MAKE SURE ALL CORRECT FORMS ARE SCANNED AND ATTACHED INTO THE CORRECT LINKS IN BONFIRE.
<input type="checkbox"/>	

AWARDED RESPONDENT(S): Documents Due After Recommendation of Award:

<input type="checkbox"/>	All Required Insurances, if required, due ten (10) calendar days upon request.
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*****ALL RESPONDENTSRESPONDENT ARE SOLELY RESPONSIBLE TO MAKE SURE ALL CORRECT FORMS ARE COMPLETED AND SUBMITTED. *****

CLARK COUNTY, NEVADA



REQUEST FOR QUALIFICATIONS RFQ NO. 606005-21 VON TOBEL SCULPTURE

The **RFQ** package is available as follows:

- Internet – Visit the Clark County Bonfire Hub Portal at <https://clarkcountynv.bonfirehub.com> and locate Document No. 606005-21 in the list of current solicitations.
- Mail – Please fax a request to (702) 386-4914 specifying project number and description. Be sure to include company address, phone, email address and fax numbers.
- Pick up - Clark County Government Center, 500 South Grand Central Parkway, Purchasing and Contracts Division, Fourth Floor, Las Vegas, NV 89106.

A Pre-Submittal Conference will be held on **September 21, 2022** at **3:00:00 p.m.**, via WebEx. The WebEx information for this conference is listed in the “Messages” section of the effort in the Bonfire system. If your firm is unfamiliar with the County Request for Qualification (RFQ) procedures and would like to obtain training on the submittal process for this RFQ, contact Scott Clark, Purchasing Analyst, at (702) 455-5807 no later than **Tuesday September 20, 2022**, and a training session will be provided immediately following the pre-Submittal conference referenced above.

Electronic Submittals will be accepted in the Bonfire system on or before **October 6, 2022** at **3:00:00 p.m.** Manual Submittals will be accepted at the Clark County Government Center address specified above, on or before **October 6, 2022** at **3:00:00 p.m.**, based on the time clock at the Clark County Purchasing and Contracts front desk.

PUBLISHED:
Las Vegas Review Journal
September 6, 2022

GENERAL CONDITIONS

RFQ NO. 606005-21
VON TOBEL SCULPTURE

1. TERMS

The term "COUNTY," as used throughout this document will mean the County of Clark, Nevada. The term "BCC" as used throughout this document will mean the Board of County Commissioners which is the Governing Body of Clark County. The term "CHIEF FINANCIAL OFFICER" as used throughout this document will mean the Clark County Chief Financial Officer or her designee responsible for the Purchasing and Contracts Division. The term "RESPONDENT" as used throughout this document will mean the respondents to this Request for Proposal. The term "RFQ" as used throughout this document will mean Request for Proposal. The term "Bonfire System" as used throughout this document will mean the Clark County Bonfire Hub. The Bonfire System is an electronic bidding system that is used by Clark County for the submission of electronic Submittals. There is no cost for any RESPONDENT to use the Bonfire System, however, all RESPONDENTS that choose to submit an electronic Submittal must register prior to gaining access to see the details of any solicitation or to upload a Submittal online. Submittals may also be received manually.

2. INTENT

COUNTY is soliciting Submittals from firms qualified to provide qualified artist who can facilitate an engaging arts education workshop to youth, and design, fabricate and deliver a sculpture. The intent of this formal Request for Qualification (RFQ) or Statement of Qualification (SOQ) is to receive Submittals from qualified respondents for awards exempt from competitive solicitation under Nevada Revised Statutes (NRS) 332.115, Revised 2019.

3. SCOPE OF PROJECT

Clark County Parks and Recreation Department's Public Art Office is seeking artist or team to facilitate an engaging arts education workshop to youth, and design, fabricate and delivery a sculpture. This is an entry level public art project. This project is open only to artists over the age of 18, who are not part-time or full-time Clark County employees or currently under contract for any Clark County Public Arts project larger than \$50,000. The selected artists will be required to provide their Social Security number or Federal Tax ID Number as well as have a current State and County business license.

BACKGROUND ABOUT THE COMMUNITY

The Von Tobel neighborhood is rich in tradition as well as culture. Over many years, the families who have come and gone have helped shaped Von Tobel into a diverse environment. The community holds family values in high regard. They are known to support each other through thick and thin. Given the opportunity, the people of the Von Tobel community will demonstrate their drive and spirit, making this neighborhood a valued part of Las Vegas.

The Von Tobel Middle School Park is active, the hub of the community, with the Ed Von Tobel Middle School at the West of the property and surrounded by houses and churches. The middle school is committed to student learning and achievement in a safe environment, which embraces diversity to build the leaders of tomorrow. The youth programming modular building that the artwork will adorn will be an afterschool community center for children of all ages.

ABOUT THE PARK

This park revitalization project aims to renovate certain areas of Von Tobel Middle School Park. The County will install new lighting, a jogging track, and fitness stops along the track. An outdoor gym will be placed on the premises, as well as a restroom and a modular recreation building. The ball fields will be replaced with a floating football field, soccer field, baseball field, basketball courts, tennis courts, and pickleball courts. There will be an area in front of the youth programming modular building dedicated for the parks and recreation staff to conduct movie nights and other activities. In addition, there will be another artist call for a sculpture to be placed in front of the building.

ABOUT THE SCULPTURE

The sculpture will be located in front of the youth programming modular building in the middle of the Von Tobel Middle School Park. The sculpture should have focal points within all directions. The design should not be created until after working with the children. The selected artist will provide a workshop with children ages 8 through 18 at the Walnut Community Center.

The sculpture must be made from steel, ceramic mosaic tile, high quality fiberglass, or lightweight concrete. A pedestal with inground lighting is provided by the park contractor. The lighting will be in the pedestal to create the most luminescence. The sculpture will be constructed to be attached to a pre-made pedestal. The plans for the pedestal are attached (see Attachment A Sculpture Footing Details). The pedestal is 1'8" above grade. The total height of the artwork and pedestal can be 16'4" with a max 96" wide. The sculpture can weigh no more than a max of 36 tons. With some of the pedestal under grade the sculpture can only be 9'8" above the pedestal. .

GOALS

1. To create a unique design that the children in the area will appreciate and feel ownership of. Artist must have a plan to work with children and educate them about three-dimensional design public art and with a focus on opportunity.
2. The applicant has a sincere emotional connection to the Von Tobel area.
3. The applicant embraces diversity, displays community engagement, and unity within their artwork.

PROJECT BUDGET:

The budget is \$79,003 for sculpture, with an additional \$6,584 for youth workshop, approved design, engineered drawings project brief booklet, and up to \$500 for permits. The total budget shall not exceed \$79,503. This price shall cover all costs of the project to include but not be limited to: artist's fees, travel, fabrication, stamped drawings or plans of sculpture, the concrete pad, and installation instructions, permits, onsite delivery, documentation of artwork, signage, taxes, insurance and all other costs related to the production and accession of the artwork. The installation, concrete pedestal and lighting will be at the cost of the General Contractor and will not come from the \$79,503.

At each milestone the artist is required to provide bi-weekly updates for the project including updated schedule/timeline, and a project tracking metrics including any updates on design, plans and permits submittals including dates, application, comments, permit number, etc.

First Milestone: Upon completion of pre-project meeting with all contractors and subcontractors present to be scheduled within 30 days of Contract execution with the Public Art Project Manager, at which time Artist will be paid 10%. This amount is intended for Artist's labor and engineering costs.

Second Milestone Upon approval of submitted plans drawings, the Artist will have the drawings stamped by a Nevada licensed Professional Engineer and will apply for all required plans review and permits. Upon the assignment of an application/permit number the Artist will begin to be paid a monthly payment that cannot exceed 60% of the funding. This amount is intended for the Artist to secure and purchase materials and machining services required to fabricate the artwork and the labor cost of fabrication. Artist will have to provide images of the progress, or subcontractor invoices or material receipts of the build, in order to receive a portion of the milestone. If Artist proposes a 6-month fabrication, then the % per month cannot exceed 10% unless they can provide receipts of materials that cost over the % or their progress exceeds the timeline.

Third Milestone Upon County's or an approved third-party inspection of fabricated artwork and verification that the artwork meets the technical specifications for the project, and that the artwork is 100% fabricated, finished, and ready for shipment, the Artist will be paid 15%.

Forth Milestone: Upon delivery, installation, cleaning of sculpture, punch list resolutions, final permit sign off, all warranties paperwork, completed comprehensive maintenance plan for the final as-built product, and final digital wet stamp drawings, proof of all subcontractors paid in full, and the Bill of Sale signed by both parties the Artist will be paid 15%. Transfer of ownership to the County shall commence upon final payment to the Artist.

PROCESS

Applications will be submitted and evaluated in Clark County Bonfire Hub Portal. Up to three semi-finalists will be identified and interviewed. The interview questions will require the artist to provide a loose outline of the initial idea of what would be teaching the children and other questions to gauge passion for public art, the Von Tobel area and overall professional presence. The top scored applicant from the interviews will enter in an agreement with Clark County.

Artist will meet with Walnut staff to schedule a two-hour workshop with youth. The artist will perform the education portion of the project. From the outcome of the education the artist will draft a design for their sculpture. The artist will then meet with the Von Tobel Design Team to discuss key parameters about the project. The artist will then have one to two weeks to develop a design and discuss the design with the design team. The artist may be asked to revise elements of the design based on engineering requirements, facility aesthetics, or safety issues. The artist will revise, meet with their engineer, and eventually provide a full project brief and drawings for the upcoming project. Design must be approved before professional services contract is signed. Artist is expected to attend meetings during hours of operation Monday - Thursday 8:00 am – 5:30 pm.

This sculpture will be developed in conjunction with the remodeling of Von Tobel Park. Artist will be required to coordinate with Public Art Project Manager, Real Property Management Project Manager, the Architecture Firm, the Project Engineer, and the Parks General Contractor to design the illumination plan, installation plan and to coordinate timelines. In addition, meetings with all parties need to take place to agree upon certain deadlines. Example: The Artist may be required to provide a plaque/signage early in the project because of the General Contractors overall build timeline dictates the need.

SITE INFORMATION:

The location of the project will be at Von Tobel Park, 2436 N Pecos Rd, Las Vegas, NV 89115. The park renovation has not taken place as of yet. See Number 20. Project Plans.

CRITERIA FOR ARTIST CONTESTANTS TO CONSIDER:

- Designs may be reviewed by the community, project advisory committees, Clark County Art Committee, County Departments, and appropriate County authorities for necessary approvals.
- The awarded artist will be required to collaborate with and be available on a reasonable basis for meetings during the design and implementation process with community members, project advisory committees and Clark County staff.
- Design must work within the project budget. Any costs in excess of the budget shall be borne by the winning artist(s).
- Artwork(s) must be of maximum durability, vandal-proof, and weather-resistant to the extent feasible (i.e. engineered to withstand dry desert heat and high wind velocity).
- Artwork(s) must comply with all Clark County codes regarding safety, accessibility, other structural and maintenance issues.
- See Artwork Design and Presentation Agreement and COUNTY'S Standard Contract

4. **DESIGNATED CONTACTS**

COUNTY'S representative will be Scott Clark, Purchasing Analyst, Clark County Administrative Services Department, Purchasing and Contracts Division, telephone number (702) 455-5807, Scott.Clark@ClarkCountyNV.gov. This representative will respond to questions concerning the scope of work of this RFQ and questions regarding the selection process for this RFQ.

5. **CONTACT WITH COUNTY DURING RFQ PROCESS**

Communication between a RESPONDENT and a member of the Board of County Commissioners (BCC) or between a RESPONDENT and a non-designated COUNTY contact regarding the selection of a respondent or award of this Contract is prohibited from the time the RFQ is advertised until the item is posted on an agenda for award of the Contract. Questions pertaining to this RFQ shall be addressed to the designated contact(s) specified in the RFQ document. Failure of a RESPONDENT, or any of its representatives, to comply with this paragraph may result in their Submittal being rejected.

6. **METHOD OF EVALUATION AND AWARD**

Since the service requested in this RFQ is considered to be an exception from competitive solicitation, award will be in accordance with the provisions of the Nevada Revised Statutes, Chapter 332, Purchasing: Local Governments, Section 332.115. Revised 2019.

The Submittals may be reviewed individually by staff members through an ad hoc committee to assist the PURCHASING MANAGER OR HER DESIGNEE. The finalists may be requested to provide COUNTY a presentation and/or an oral interview. The ad hoc staff committee may review the RFQs as well as any requested presentations and/or oral interviews to gather information that will assist in making the recommendation. COUNTY reserves the right to award the Contract based on objective and/or subjective evaluation criteria. This Contract will be awarded on the basis of which Submittal(s) COUNTY deems best suited to fulfill the requirements of the RFQ. COUNTY also reserves the right not to make an award if it is deemed that no single Submittal fully meets the requirement of this RFQ.

The fees for the professional services and/or equipment will be negotiated with the RESPONDENT(S) selected.

7. SUBMITTAL REQUIREMENTS

Electronic Submittals through Bonfire System.

- A. Prepare your submission materials. The RFQ has several required documents that must be uploaded into the Bonfire System. Please review the requested information. The maximum file size is 100 MB. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested information will include:

Name	Type	# Files	Requirement	Instructions
19. A. Cover Letter	File Type: Any (.*)	Multiple	Required	
19. B. Organizational Information	File Type: Any (.*)	Multiple	Required	
19. C. Letter of Intent	File Type: Any (.*)	Multiple	Required	
19. D. Experience & Staff Qualifications	File Type: Any (.*)	Multiple	Optional	
19. D E. Compliance with County's Standard Contract	File Type: Any (.*)	Multiple	Required	
19. E-F. Disclosure Form	File Type: Any (.*)	Multiple	Required	

- B. Upload your Submittal at: <https://clarkcountynv.bonfirehub.com/opportunities/1940>. Your submission must be uploaded, submitted, and finalized prior to the Closing Date and Time. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.
- C. Important Notes. Each item of requested information will only be visible to evaluators after the Closing Time. Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.
- D. Need Help? Clark County uses the Bonfire system for accepting and evaluating Submittals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

Manual Proposals.

If RESPONDENT chooses not to use the Bonfire System to upload their Submittal electronically, RESPONDENT must contact the Designated Contact listed above or the County Purchasing Front Desk (702) 455-2897 to request a manual RFQ package.

All manual Submittals must be received as follows:

All Submittals shall be on 8-1/2" x 11" paper bound with tabbed dividers labeled by section to correspond with the evaluation information requested. The ideal Submittal will be 3-hole punched and bound with a binder clip. Binders or spiral binding is not preferred or required.

The RESPONDENT shall submit one (1) clearly labeled original and seven copies of their Submittal, including one (1) CD or flash drive with an electronic copy of their Submittal, preferably in .pdf format. A single .pdf document of the entire Submittal is preferred. The name of the RESPONDENT'S firm shall be indicated on the spine and cover of each binder (if used) and CD label.

All Submittals must be submitted in a sealed envelope plainly marked with the name and address of the RESPONDENT and the RFQ number and title. No responsibility will attach to COUNTY or any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a Submittal not properly addressed and identified. Submittals are time-stamped upon receipt. Submittals time-stamped after 3:00:00 p.m. based on the time clock at the Clark County Purchasing and Contracts front desk will be recorded as late, remain unopened and be formally rejected. FAXED OR EMAIL SUBMITTALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.

The following are detailed delivery/mailling instructions for Submittals:

Hand Delivery

Clark County Government Center
Purchasing and Contracts Division
500 South Grand Central Parkway, 4th Fl
Las Vegas, Nevada 89106

U.S. Mail Delivery

Clark County Government Center
Attn: Purchasing and Contracts, 4th Fl
500 South Grand Central Parkway
P.O. Box 551217
Las Vegas, Nevada 89155-1217

Express Delivery

Clark County Government Center
Attn: Purchasing and Contracts, 4th Fl
500 South Grand Central Parkway
Las Vegas, Nevada 89106

Regardless of the method used for delivery, RESPONDENT(S) shall be wholly responsible for the timely delivery of their Submittals.

8. WITHDRAWAL OF SUBMITTAL

RESPONDENT(S) may withdraw a Submittal in the Bonfire System by logging onto the Bonfire System and retracting the Submittal.

To request withdrawal of a posted, sealed Submittal, which was manually delivered, prior to the scheduled Submittal opening time provided the request for withdrawal is submitted to the Purchasing Analyst in writing or a Submittal release form has been properly filled out and submitted to the Purchasing and Contracts Division reception desk. Submittals must be re-submitted and time-stamped in accordance with the RFQ document in order to be accepted.

No Submittal may be withdrawn for a period of 90 calendar days after the date of Submittal opening. All Submittals received are considered firm offers during this period. The RESPONDENT'S offer will expire after 90 calendar days.

If a RESPONDENT intended for award withdraws their Submittal, that RESPONDENT may be deemed non-responsible if responding to future solicitations.

9. REJECTION OF SUBMITTAL

COUNTY reserves the right to reject any and all Submittals received by reason of this request.

10. SUBMITTAL COSTS

There shall be no obligation for COUNTY to compensate RESPONDENT(S) for any costs of responding to this RFQ.

11. ALTERNATE SUBMITTALS

Alternate proposals are defined as those that do not meet the requirements of this RFQ. Alternate proposals will not be considered.

12. ADDENDA AND INTERPRETATIONS

If it becomes necessary to revise any part of the RFQ, a written addendum will be issued by COUNTY. COUNTY is not bound by any oral representations, clarifications, or changes made to specifications by COUNTY'S employees, unless such clarification or change is provided to RESPONDENTS in written or electronic addendum form from the Purchasing Analyst.

13. PUBLIC RECORDS

COUNTY is a public agency as defined by state law, and as such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under that law, all of COUNTY'S records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. However, in accordance with NRS 332.061(2), a Submittal that requires negotiation or evaluation by COUNTY may not be disclosed until the Submittal is recommended for award of a contract. RESPONDENTS are advised that once a Submittal is received by COUNTY, its contents will become a public record, and nothing contained in the Submittal will be deemed to be confidential except proprietary information. RESPONDENTS shall not include any information in their Submittal that is proprietary in nature or that they would not want to be released to the public. Submittals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information.

If a RESPONDENT feels that they cannot submit their Submittal without including proprietary information, they must adhere to the following procedure or their Submittal may be deemed unresponsive and will not be recommended to the BCC for selection:

RESPONDENT must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFQ number. The envelope must contain a letter from the RESPONDENT'S legal counsel describing the documents in the envelope, representing in good faith that the information in each document meets the narrow definitions of proprietary information set forth in NRS 332.025, 332.061 and NRS Chapter 600A, and briefly stating the reasons that each document meets the said definitions. This "Proprietary Information" may not be submitted via the Bonfire System and must be delivered manually prior to the Submittal Due Date and as instructed in Section 8 Submittal Requirements, above.

Upon receipt of a Submittal accompanied by such a separate, sealed envelope, COUNTY will open the envelope to determine whether the procedure described above has been followed.

Any information submitted pursuant to the above procedure will be used by COUNTY only for the purposes of evaluating Submittals and conducting negotiations and might never be used at all.

If a lawsuit or other court action is initiated to obtain proprietary information, the RESPONDENT who submitted the proprietary information according to the above procedure must have legal counsel intervene in the court action and defend the secrecy of the information. Failure to do so shall be deemed RESPONDENT'S consent to the disclosure of the information by COUNTY, RESPONDENT'S waiver of claims for wrongful disclosure by COUNTY, and RESPONDENT'S covenant not to sue COUNTY for such a disclosure.

RESPONDENT also agrees to fully indemnify COUNTY if COUNTY is assessed any fine, judgment, court cost or attorney's fees as a result of a challenge to the designation of information as proprietary.

14. SUBMITTALS ARE NOT TO CONTAIN CONFIDENTIAL / PROPRIETARY INFORMATION

Submittals must contain sufficient information to be evaluated and a contract written without reference to any confidential or proprietary information. RESPONDENT(S) shall not include any information in their Submittal that they would not want to be released to the public. Any Submittal that is marked "Confidential" or "Proprietary," or that contains materials so marked, will be returned to the RESPONDENT and will not be considered for award.

15. COLLUSION AND ADVANCE DISCLOSURES

Pursuant to 332.820 evidence of agreement or collusion among RESPONDENT(S) and prospective RESPONDENT(S) acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the offers of such RESPONDENT(S) void.

Advance disclosures of any information to any particular RESPONDENT which gives that particular RESPONDENT any advantage over any other interested RESPONDENT(S), in advance of the opening of Submittal, whether in response to advertising or an informal request for qualifications, made or permitted by a member of the governing body or an employee or representative thereof, shall operate to void all Submittals received in response to that particular request for qualifications.

16. COMPANIES THAT BOYCOTT ISRAEL

RESPONDENT certifies that, at the time its Submittal was received, it was not engaged in, and agrees for the duration of the Contract, not to engage in, a boycott of Israel. Boycott of Israel means, refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

17. CONTRACT

A sample of COUNTY'S Standard Contract is attached. Any proposed modifications to the terms and conditions of the Standard Contract are subject to review and approval by the Clark County District Attorney's Office.

18. BUSINESS LICENSE REQUIREMENTS

CLARK COUNTY BUSINESS LICENSE / REGISTRATION

Prior to award of this RFQ, other than for the supply of goods being shipped directly to a Clark County facility, the successful RESPONDENT will be required to obtain a Clark County business license or register annually as a limited vendor business with the Clark County Business License Department.

A. Clark County Business License is Required if:

- i. A business is physically located in unincorporated Clark County, Nevada.
- ii. The work to be performed is located in unincorporated Clark County, Nevada.

B. Register as a Limited Vendor Business Registration if:

- i. A business is physically located outside of unincorporated Clark County, Nevada.
- ii. A business is physically located outside the state of Nevada.

The Clark County Department of Business License can answer any questions concerning determination of which requirement is applicable to your firm. It is located at the Clark County Government Center, 500 South Grand Central Parkway, 3rd Floor, Las Vegas, NV or you can reach them via telephone at (702) 455-4253 or toll free at (800) 328-4813.

You may also obtain information on-line regarding Clark County Business Licenses by visiting the website at (http://www.clarkcountynv.gov/Depts/business_license/Pages/default.aspx)

19. EVALUATION CRITERIA

Submittals should contain the following information:

A. Cover Letter

The first page of the Submittal shall contain a statement that declares all information provided therein does not include any Confidential Proprietary and/or Private information as identified in this RFQ. It must also identify that the statement supersedes and nullifies any page in the Submittal that may be marked as Confidential, Proprietary, and/or Private and acknowledge that the Submittal will become Public Information upon award. The statement must be signed by the RESPONDENT'S Authorized Representative. Failure to provide such declaration may be deemed as grounds for the return of the unread Submittal.

B. Organizational Information

1. Provide your organization's name, address, internet URL (if any), telephone and fax numbers, include the name, title, direct phone number and address, and E-mail address of the individual who will serve as your organization's primary contact.
2. Provide a brief description of your organization locally, statewide and nationally (if applicable). Include the year your firm was established.
3. Indicate if your firm has an office in Clark County and the year it was established, if any.
4. Indicate if your firm is a minority-owned business, women-owned business, physically challenged business, small business, or a Nevada business enterprise.

C. Letter of Intent

Outline your knowledge and interest in this project, including any relevant background with public art and a statement about educating youth. Include any relevant information about your art, education, background, and experience.

D. Experience & Staff Qualifications

1. ARTIST must submit 10 digital images of most recent relevant work in one PDF document format. All images must be saved using a file name and number that corresponds to the Annotated Image List. Each digital image must feature a single work. Composites of various artworks in a single image will not be considered. Only include images that are relevant to this project. Do not submit 2-D work. 3-D digital drawings, temporary sculptures, small sculptures and public art sculptures will be accepted.
2. Include an annotated image list which is a brief resume of all similar projects your firm has performed for the past 5 years with corresponding images submitted in item a. Each project listed shall include a thumbnail of the corresponding image, image name, Artist's name; title of artwork, Location, Date of Completion, Dimensions, Medium / Materials / Paint Type, Budget, Brief Description and the name, phone number, and email address of a contact person for the project for review purposes. This section shall include documentation of the RESPONDENT'S history of adherence to budget and schedule constraints. All firms are encouraged to indicate their experience of performing related work within the state of Nevada.
3. A CV or resume (up to 2 pages), formatted as a PDF. List any applicable licenses and public art experience.

E. Compliance with COUNTY'S Standard Contract

Indicate any exceptions that RESPONDENT has to the attached Sample Contract. RESPONDENT(S) are advised that any exception that is determined to be material may be grounds for elimination in the selection process.

F. Disclosure Form

This form can be found in the "Files" section of Bonfire. This form must be completed, signed and uploaded with proposal.