

REQUEST FOR QUALIFICATIONS

For

San Ramon Library Public Art Project



CITY OF SAN RAMON
PARKS & COMMUNITY SERVICES DEPARTMENT

Issued: September 23, 2020

SOQ Deadline: November 18, 2020 at 3:00 p.m. (PDT)

to

Parks & Community Services
Jordan Foss, Administrative Analyst
jfoss@sanramon.ca.gov

**CITY OF SAN RAMON
REQUEST FOR QUALIFICATIONS**

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CITY OF SAN RAMON REQUEST FOR QUALIFICATIONS

The City of San Ramon (“**City**”) requests a statement of qualifications (“**SOQ**”) from qualified individuals or firms (individually, a “**Respondent**” and collectively, “**Respondents**”) for a Public Art installation for the San Ramon Library Public Art Project.

1. ABOUT THE CITY

The City is a charter city located in Contra Costa County, with an estimated population of 84,000. San Ramon is located approximately 35 miles east from San Francisco in the San Francisco Bay Area. Additional information about the City is available online at <http://www.sanramon.ca.gov>.

2. THE SERVICES

A. Summary. The City requires a site specific public art installation that is unique, appropriate to the location, and meaningful to the community (“**Services**”) for the San Ramon Library. The project will consist of commissioning a qualified contractor/artist experienced in the area of designing public art for the commission and installation of a public art project at the San Ramon Library. The Project involves designing, fabricating, shipping, engineering, and installing a site specific project that is unique, appropriate to the location, and meaningful to the community.

B. Form of Agreement. A copy of the City’s standard Professional Services Agreement (“**Agreement**”), is attached hereto as **Attachment A** and incorporated herein. By submitting an SOQ, the Respondent agrees to enter into the Agreement using the attached form with no exceptions to the form of the Agreement.

C. Scope of Services. The required Scope of Services is attached as **Attachment B** and incorporated herein. By submitting an SOQ, the Respondent represents that it is fully qualified and available to provide the Services as set forth in the Scope of Services, and that it agrees to provide those Services as specified if it is awarded the Agreement, which will attach and incorporate the Scope of Services.

3. REQUEST FOR QUALIFICATION PROCEDURES

A. Requests for Information. Questions or objections relating to the RFQ, the attachments hereto, the RFQ procedures, or the required Services may only be submitted via email to Jordan Foss, Administrative Analyst, at jfoss@sanramon.ca.gov by 5:00 p.m. (PDT), November 4, 2020 (the “**Request for Information Deadline**”). Any questions or objections that are not submitted in the manner specified and by the Request for Information Deadline will be deemed waived. City will not be bound by the oral representations of any City officials, employees, or representatives. Responses to the Request for Information will be posted online at www.sanramon.ca.gov.

B. Submittal Instructions. Proposals must be *received* by the City by or before November 18, 2020 at 3:00 p.m. (PDT) (“**SOQ Deadline**”). Respondent must submit one electronic copy of the SOQ by email with “SOQ for San Ramon Library Public Art Project,” in the subject line and addressed to Jordan Foss, Administrative Analyst, at jfoss@sanramon.ca.gov.

C. Planned RFQ Schedule. The following schedule is provided for planning purposes based on current information. However, all dates are subject to revision, including the SOQ Deadline, and may be amended by addenda to this RFQ:

ACTIVITY	PLANNED DATES/TIME
RFQ Issued	September 23, 2020
Request for Information Deadline	November 4, 2020, 5:00 p.m.
SOQ Deadline	November 18, 2020, 3:00 p.m.
Artist Interviews	January 4-6, 2021
Notice of Selection	January 12, 2021
Council Approval and Award	January 26 or February 9, 2021
Commence Services	March 1, 2021

D. Addenda. City reserves the right to issue addenda to modify the terms and conditions of this SOQ, including modifications to the SOQ Deadline or to the Attachments to this SOQ. Addenda will be posted on the City’s website at www.sanramon.ca.gov. Each Respondent is solely responsible for checking the City’s website for addenda, and for reviewing any and all addenda before submitting its SOQ.

4. SOQ REQUIREMENTS

Each SOQ must be submitted in compliance with the requirements of this RFQ. Each SOQ must respond to the items listed below. *Clarity and brevity are preferable to volume.* Do not attach brochures or promotional materials to the SOQ. SOQs should not exceed fifteen one-sided pages. However, resumes may be included in an appendix and not counted in the total page count. By submitting an SOQ, the Respondent agrees that the pricing and proposed approach to providing the Services, including staffing, constitute a firm offer to enter into the Agreement with the City, and that the offer will remain open for 90 days following the SOQ Deadline.

A. Cover Letter. Provide a brief cover letter and artist statement that includes all of the following information:

- (1) Respondent's name, address, phone number, and website address;
- (2) type of organization (e.g. corporation, partnership, sole proprietor, etc.);
- (3) a summary of general information about Respondent and the types of services it provides in relation to the Services required by the City;
- (4) contact information, including name, title, address, phone number, and email, of Respondent's primary representative for purposes of this RFQ.
- (5) interest in the project, how respondent approaches public art, and highlights of any relevant past experience with projects of a similar scope.

The cover letter must be signed by a representative that is authorized to bind Respondent by contract and must state his or her name, title, and email address.

B. General Qualifications. Provide a brief description of the Respondent's business, including the number of years in business under the current name. Describe the size of the business, including total number of employees and studio/workspace, and identify and briefly describe each local studio/workspace that will be involved in providing the Services if awarded the Agreement. Describe how and why Respondent is qualified to provide the Services including how they can handle all aspects of the project such as the procurement of plans stamped by an engineer and installation of the project on site. Provide a minimum of five and up to ten digital images as examples of your body of work that are relevant to this SOQ. Photos should be labeled with the artist's name and image number (*i.e.* Smith-01, Smith-02, etc.). Multiple views of the same artwork will be accepted. Provide a description of each photo including the location of work, dates, commissioning organization, cost, medium and dimensions. The photos and descriptions are not counted in the total page count.

C. Experience. Identify services Respondent has provided in the last five years that are similar in scope and nature to the Services required by this RFQ, particularly with respect to services provided to other cities or public agencies.

For each example, provide (1) a brief description of the services provided, (2) photos of the Services provided, (3) cost of the project, (4) an explanation of why this experience is relevant to the required Services, and (5) the name and address of the contracting agency, including contact information for a reference check (name, title, phone number, and email address).

D. Proposed Approach. Briefly describe Respondent’s proposed concept and approach for this project. Explain the understanding of the critical project elements and the special approaches that will be featured to control these elements. Describe an engagement plan with CITY staff, and when appropriate, the community. Also, include the

5. EVALUATION

The factors that the City will consider in evaluating SOQs are as follows:

- General qualifications 1-15 points
- Relevant experience 1-15 points
- Previous body of work/design aesthetic 1-15 points
- Proposed approach 1-25 points
- Responsiveness 1-10 points
- References 1-10 points
- Interview 1-10 points

6. SELECTION AND AWARD

A. Review. SOQs will be reviewed for responsiveness and evaluated and ranked based on the factors listed in Section 5, above. When the evaluation is complete, the SOQs will be ranked based on total scores to identify the SOQ that is the most advantageous to the City. Acting in its sole discretion, the City may elect to conduct interviews with shortlisted Respondents.

B. Award. The City will award the Agreement, if at all, to the Respondent that is determined by the City, acting in its sole discretion, to offer the most advantageous SOQ to the City based on the City’s review, as outlined above. City staff will submit its recommendation to the City Council or the awarding officer, as applicable, for award of the Agreement to the Respondent that it determines to offer the most advantageous SOQ. The Respondents will be notified of staff’s intended recommendation by a Notice of Selection which will be posted on the City’s website at www.sanramon.ca.gov, and which may also be emailed to each Respondent that submits an SOQ.

C. Protest Procedures. Any protest challenging the City's intended selection or the selection process must be submitted no later than 5:00 p.m., on the fifth business day following the date of the Notice of Selection. The protest must be submitted in writing via email to Christina Franco, City Clerk at cityclerk@sanramon.ca.gov and must clearly specify the basis for the protest. A copy of the protest should be sent to Jordan Foss, Administrative Analyst at jfoss@saramon.ca.gov. The protest will be reviewed by the Parks and Community Services Director in consultation with the City Attorney's Office, and their determination on the protest is final. No public hearing will be held on the protest. Time being of the essence, the City reserves the right to proceed with award of the Agreement and commencement of the Services notwithstanding any pending protest or legal challenge.

7. MISCELLANEOUS

A. Disclaimers and Reservation of Rights. Upon receipt, each SOQ becomes the sole property of City and will not be returned to the Respondent. Each Respondent is solely responsible for the costs it incurs to prepare and submit its SOQ. The City reserves, in its sole discretion, the right to reject any and all SOQs, including the right to cancel or postpone the RFQ or the Services at any time, or to decline to award the Agreement to any of the Respondents. The City reserves the right to waive any immaterial irregularities in an SOQ or submission of an SOQ. The City reserves the right to reject any SOQ that is determined to contain false or misleading information, or material omissions.

B. Conflict of Interest. Respondents must disclose to the City any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to Respondent, any employees of Respondent, or any other person relative to the Services to be provided pursuant to this RFQ. This RFQ process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities. City employees are prohibited from participating in the selection process for this RFQ if they have any financial or business relationship with any Respondent.

C. Public Records. The City is subject to the provisions of the California Public Records Act (Govt. Code § 6250 et seq.) (the "Act"), and each SOQ submitted to the City is subject to disclosure as a public record, unless the SOQ or any portion thereof is exempt under the Act. If a Respondent believes that any portion of its SOQ is exempt from disclosure under the Act, it must clearly identify the portion(s) it believes to be exempt and identify the basis for the exemption. Each Respondent bears the burden of proving any claimed exemption under the Act, and by submitting an SOQ, a Respondent agrees to indemnify, defend, and hold harmless the City against any third party claim seeking disclosure of the SOQ or any portions thereof.

Attachments:

Attachment A – Form of Agreement

Attachment B – Scope of Services

Attachment A – Form of Agreement

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF SAN RAMON AND
CONTRACTOR
FOR
SAN RAMON LIBRARY PUBLIC ART**

This is an Agreement between the City of San Ramon, a municipal corporation, (“CITY”) and (Contractor), (“CONTRACTOR”) together referred to as the “Parties.”

RECITALS

WHEREAS, CITY desires to secure professional San Library Public Art and CONTRACTOR is qualified and willing to provide such professional assistance; and

WHEREAS, the City Council has authorized the Mayor to enter into an agreement for DESCRIBE SERVICE by adopting Resolution No. 20XX-XX on DATE APPROVED BY CITY COUNCIL.

NOW, THEREFORE, in consideration of the mutual promises set forth, CITY and CONTRACTOR agree as follows:

1. **Award of Contract.** In response to the Request for Proposals, Contractor has submitted a Proposal to perform the Work as set forth in the Request for Proposal, Attachment B – Scope of Work. On _____, 20____, City authorized award of this Contract to Contractor for the amount set forth in Section 6, below.

2. **Contract Documents.** The Contract Documents incorporated into this Contract include and are comprised of all of the documents listed below.
 - 2 The Services
 - 3 Request for Proposal Procedures
 - 4 Proposal Requirements
 - 5 Evaluation
 - 6 Selection and Award
 - 7 Miscellaneous

3. **Scope of Service.** The scope of service covered by this Agreement including mandatory time frames for performance, deadlines for providing deliverables to CITY, and the maximum fee for each item under this Agreement is attached hereto as Exhibit A and incorporated herein by reference.

CONTRACTOR shall comply with specific standards or governmental requirements applicable to specific tasks hereunder or as may be necessary to enable CONTRACTOR to provide the services required hereunder.

4. **Modification of Agreement.** CITY may request changes to this Agreement including the Scope of Services to be performed by CONTRACTOR. Such requests shall be made in writing exclusively by CITY'S designated Project Manager, and shall describe in detail the proposed additions, deletions, or modifications. Such requests will include tabulation of costs, expenses, and time required to complete the requested work. CONTRACTOR shall have the length of time specified in the request to reply in writing to the request. Neither CITY'S request nor CONTRACTOR'S reply shall constitute a modification of this Agreement. Any modification shall be contained in a written amendment to the Agreement and will be effective only if signed by both parties. Execution of the amendment by CITY shall constitute authorization to proceed with the work identified therein.
5. **Time of Performance.** CONTRACTOR'S performance shall be completed by May 15, 2022. CONTRACTOR may commence work as of the date authorized by CITY'S Project Manager which date may be prior to execution of this Agreement.

However, CONTRACTOR is under no obligation to commence work hereunder prior to execution of this Agreement.

CITY shall have the option to renew this Agreement for not more than one (1) successive one (1) year term, upon the same terms and conditions as provided in this Agreement. Any contract extension or amendment must be in writing and fully executed by both parties to take effect.

6. **Compensation.** CITY agrees to pay CONTRACTOR at the rates set forth in Exhibit A, and incorporated herein, in a sum not-to-exceed **DOLLAR AMOUNT (\$XX,XXX.XX)**. No compensation shall be made in excess of this amount. This amount includes any and all costs and reimbursable expenses as specified in Exhibit A.

Upon completion and acceptance of the deliverables CONTRACTOR shall submit an itemized invoice for the completed work showing applicable rates and charges as agreed to hereunder and the total amount due.

7. **Designated Representatives.**
 - a. CITY designates Adam Chow, Recreation Supervisor or his designee as its representative in all matters under this Agreement.
 - b. CONTRACTOR designates Contact Title, Contact Name as its Project Manager for this Agreement. CONTRACTOR may designate a different Project Manager only with prior written authorization from CITY.
8. **Cooperation of the City.** CITY shall make available to CONTRACTOR all financial records and related information necessary for performance of CONTRACTOR'S work under this Agreement.
9. **Independent Contractor.** CONTRACTOR is an independent contractor, controlling the means and manner of work, and shall not for any purpose be deemed to be an employee, agent, or other representative of CITY. Services called for herein shall be deemed to be unique.

CONTRACTOR shall not assign, sublet, transfer, or otherwise substitute its interest in this Agreement, or any of its obligations hereunder, without the prior written consent of CITY.

10. Out of State Business. If CONTRACTOR is an out of state business and does not have a local office within the State of California, CONTRACTOR shall provide to CITY a completed Withholding Exemption Certificate Form as required by the California Franchise Tax Board. If the out of state contractor fails to provide the required form, CITY shall withhold seven (7%) percent of the total payment amount and send the withholdings to the Franchise Tax Board, as required by State law.

11. Proprietary or Confidential Information. CONTRACTOR understands and agrees that, in the performance of the work under this Agreement or in contemplation thereof, CONTRACTOR may have access to private, proprietary or otherwise confidential information owned or controlled by CITY, the disclosure of which may be damaging to CITY or to third parties.

CONTRACTOR agrees that all confidential information disclosed to CONTRACTOR by CITY shall be held in confidence and used only in performance of this Agreement. CONTRACTOR shall exercise the same standard of care to protect such information, as a reasonably prudent businessperson would use to protect its own private, proprietary or confidential information.

12. Work Product. The work product of CONTRACTOR in performing this Agreement shall become the property of CITY. However, copies of such work product shall be provided to CITY not only as a hard copy but an electronic version recorded on CD utilizing Microsoft Word, Access or Excel.

13. Financial Records of Contractor. CONTRACTOR shall maintain accounting records of funds received under this Agreement and full documentation of performance hereunder. CONTRACTOR shall permit CITY to have access to those records for the purpose of making an audit, examination, or review of financial and performance information relating to this Agreement. CONTRACTOR shall maintain such records for a minimum of four (4) years following payment by CITY for the last invoice for such services to be provided. When requested by CITY, CONTRACTOR shall make all such records available to CITY within fourteen (14) days of the request.

14. Conflict of Interest. CONTRACTOR shall comply with CITY Resolution No. 2018-119, Conflict of Interest Code, as amended from time to time, and will file all required disclosure statements.

15. Nondiscrimination. CONTRACTOR represents that it does not and agrees that it shall not discriminate against any employee or applicant for employment because of age, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), religion, color, disability, genetic characteristics or information, race, national origin, ancestry, citizenship status, marital status, military or veteran status, medical condition, or sexual

orientation (including homosexuality, bisexuality, or heterosexuality) or any other protected classification as defined and protected by law.

16. Indemnification. CONTRACTOR agrees to defend, hold harmless, and indemnify CITY, its officers, agents and employees from and against any and all losses, liability, or damages arising out of, in consequence of, or resulting from the negligent or willful acts, or omissions of CONTRACTOR.

CONTRACTOR shall hold CITY harmless and defend any suit or other proceedings brought by CONTRACTOR'S employees, contractors, or agents, either against CONTRACTOR or CITY, for compensation and/or other benefits claimed as "common law" or "implied by law" employees of CITY.

17. Insurance. CONTRACTOR shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included on CONTRACTOR'S bid.

A. Required Insurance. CONTRACTOR shall maintain, at all times, during the term of this Agreement and at CONTRACTOR'S sole cost and expense:

- i. Comprehensive general liability (using Insurance Services Office form CG 00 01 or equivalent) in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be not less than four million dollars (\$4,000,000).
- ii. Workers' Compensation insurance and Employer's Liability insurance as required by the laws of the State of California. Said insurance policy shall provide that the insurer waives all rights of subrogation against CITY, its officers, agents, employees and volunteers for losses arising from work performed by CONTRACTOR for CITY. Any notice of cancellation or non-renewal of Workers' Compensation policies must be received by CITY at least thirty (30) days prior to such change. CONTRACTOR shall require each subcontractor to maintain Workers' Compensation insurance and Employer's Liability insurance in accordance with the laws of the State of California for all of the subcontractor's employees. This requirement may only be waived by CITY upon written verification that CONTRACTOR is a sole proprietor and does not and will not have employees during the term of this Agreement.

B. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- i. CITY, its officers, officials, employees, agents and volunteers are to be named as additional insured with respect to: Liability arising out of activities performed by or on behalf of CONTRACTOR; products and completed operations of CONTRACTOR; premise owned, occupied or used by CONTRACTOR; or automobile owned, leased, hired or borrowed by CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees, agents or volunteers. If CONTRACTOR submits the ACORD Insurance Certificate, the additional insured endorsements must be set forth on the ISO Form CG20 10 11 85 or both CG 20 10 and CG 20 37 forms.
- ii. For any claims related to this project, CONTRACTOR'S insurance coverage shall be primary insurance with respect to CITY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by CITY, its officers, officials, employees, agents or volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it.
- iii. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, its officers, officials, employees, agents or volunteers.
- iv. Afford coverage for all claims based on any act, omission, event or condition that occurred or arose (or the onset of which occurred or arose) during the term of this Agreement;
- v. Apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement);
- vi. Expressly provide that CITY, although named as insured, shall nevertheless be entitled to recover under the policy for any loss, injury or damage to CITY and that the insurer waives all rights of subrogation against CITY, its officers, agents, employees and volunteers for losses arising from work performed by CONTRACTOR for CITY;
- vii. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to CITY.
- viii. Certificate Holder. The certificate holder shall include CITY and sent to the address as indicated in Section 21 (Notices) of this Agreement.
- ix. Interpretation. All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the

Insurance Services Officer of the State of California as of the effective date of this Agreement.

- C. Verification of Coverage.** CONTRACTOR shall furnish CITY with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- D. Subcontractors.** CONTRACTOR shall include all subcontractors as insured under its policies. All coverage for subcontractors shall be subject to all of the requirements stated herein.
- E. Insurer's Qualifications.** All insurance required under this section and all renewals of this agreement shall be issued by good and responsible companies admitted to do and doing business in the State of California and be rated in the "A" category by Best's Insurance Guide.
- F. Excess Insurance.** If CONTRACTOR maintains higher insurance limits than the minimums specified herein, CITY shall be entitled to coverage for the higher limits maintained by CONTRACTOR.

18. Termination on Notice. CITY may terminate this Agreement immediately for cause or without cause upon giving thirty (30) calendar days written notice to CONTRACTOR. In the event of termination without cause, CITY shall pay all outstanding charges for services performed and approved by CITY as of the date of termination. Termination shall not extinguish any outstanding performance obligations under this Agreement, including but not limited to, making financial records available for review, return of any private or confidential information, warranties, or mutual indemnities.

19. Suspension of Performance. For the convenience of CITY or because of events beyond the control of CITY, CITY may give written notice to CONTRACTOR to suspend all work under this Agreement. If CONTRACTOR'S work is suspended for longer than a period of one hundred twenty (120) days, an adjustment to CONTRACTOR'S compensation may be made for increased costs, if any, and this Agreement shall be modified accordingly.

20. Notices. If either party shall desire or is required to give notice to the other such notice shall be given in writing, via prepaid U.S. certified or registered postage, addressed to recipient as follows:

To CITY:
City of San Ramon
Attn: City Clerk

7000 Bollinger Canyon Road
San Ramon, CA 94583

To CONTRACTOR:
Contractor
Attn: Contact Name
Contact Title
Address
Address

Changes to the above information shall be given to the other party in writing ten (10) business days before the change is effective.

21. Commencement, Completion and Closeout. Time is of the essence in the performance of this Agreement. Any time extension granted to CONTRACTOR must be in writing and shall not constitute a waiver of right CITY may have under the Agreement.

It shall be the responsibility of CONTRACTOR to coordinate and schedule the work to be performed so that commencement and completions take place in accordance with the provisions of the Agreement. Within thirty (30) days of completion CONTRACTOR shall submit to CITY a final billing to include all costs, charges, and claims in connection with the completed work. CITY shall not be required to pay for any work or claims not included on the aforementioned final billing.

22. Jurisdiction, Venue, and Governing Law. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of Contra Costa, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county. This Agreement shall be governed by the laws of the State of California.

23. Signatures and Counterparts. This Agreement may be entered into by the Parties by signing any one or more counterparts, all of which shall constitute one and the same instrument. It is understood and agreed that this Agreement shall become effective and binding when one or more counterparts have been executed by each party and delivered to each other party. Additionally, facsimile and scanned signatures shall be binding the same as originals.

24. Entire Agreement of Parties. This Agreement supersedes any and all agreements, oral or written, between the parties with respect to the rendering of services by CONTRACTOR to CITY and contains all of the representations, covenants and agreements between the parties as to the rendering of those services.

Signatures intentionally omitted

Attachment B – Scope of Services

The City of San Ramon, hereinafter (“CITY”) is seeking qualified artist(s) to submit their qualifications to provide a permanent Public Art installation at the San Ramon Library. Artists of all media are encouraged to apply for consideration. Artists who would like to submit a qualification for such services shall submit a qualification following the instructions and format outlined with this Request for Qualifications (RFQ). The CITY shall competitively solicit RFQs and award contracts to the most responsive and responsible bidder(s).

BACKGROUND

The City of San Ramon (City) was incorporated in 1983 and is located in the San Ramon Valley of Contra Costa County, approximately 35 miles east of the City of San Francisco in the San Francisco Bay Area. The San Ramon Valley has long been considered one of the most desirable living areas in the Bay Area because of its scenic beauty, suburban charms, excellent school systems, and proximity to major employment centers. The City occupies a land area of 18.56 square miles and is surrounded by the communities of Danville and Dublin as well as the unincorporated lands in both the Alameda and Contra Costa Counties.

The City operates under a Council-Manager form of government with over 250 employees, serving a population of approximately 84,000; with an expected build-out population of approximately 90,000. San Ramon was named one of the 100 best cities for youth and is known for its schools, parks and family friendly programs and activities.

The Art in Public Places Program was established in 2007 to promote the acquisition, construction, installation, restoration and maintenance of public art pieces in San Ramon that will foster creativity, freedom of expression, cultural awareness, civic pride and a strong sense of community. A copy of the Art in Public Places Program document is available on the City web site at www.sanramon.ca.gov.

PROJECT OVERVIEW

The purpose of this project is to hire a qualified CONTRACTOR/ARTIST experienced in the area of designing public art for the commission and installation of a public art project in San Ramon.

A site specific project that is unique, appropriate to the location, and meaningful to the community.

Desired qualities include:

- Three-dimensional with interest on all sides. The public should be able to interact with the chosen artwork including, but not limited to: touching it, listening to it, observing it, or reacting to it with changes in light, seasons, or weather
- Visible from the street intersections of Bollinger Canyon Road and Market Place, and consider the vantage point from the, soon to be built, Iron Horse Trail Pedestrian Overcrossing
- Appropriate for the scale of the facility and the architecture
- Considerate of the prominent location and connection with San Ramon City Hall and evolving downtown corridor and City Center
- Meaningful for all ages
- The artwork should also express qualities inherent in all libraries, e.g. a sense of wonderment, curiosity, education, learning and inclusiveness
- Durability of the artwork relative to theft, vandalism and maintenance

The San Ramon Library is a vital center of community activity. The library is located in the Marketplace shopping center across the street from Central Park, the San Ramon Community Center and San Ramon City Hall. The library includes a large children's area with a separate story room, teen area, public access computers and free wireless Internet access. Collections include materials in a variety of formats that support the educational and entertainment needs of the community. Programs for children, teens, and adults are provided with the support of San Ramon Library Foundation. San Ramon is particularly proud of its jazz collection and annual "Jazz at the Library" concert series. The library has over 120,000 visits annually and a circulation of almost 80,000 items. The library hosts a summer reading program, many special events and several book clubs.

CONTRACT PERIOD

The successful CONTRACTOR'S/ARTIST'S services shall begin in a timely manner and will work closely with staff and the members of the community to finalize a design and timeline for creation and installation of the artwork within 18 months of the execution of the contract.

PROJECT BUDGET

The proposed budget for the San Ramon Library Public Art Project is not to exceed \$30,000. The budget must include all artist fees and costs associated with the design, fabrication, shipping, engineering, installation, travel, and acquiring of all necessary permits, insurances and licenses.

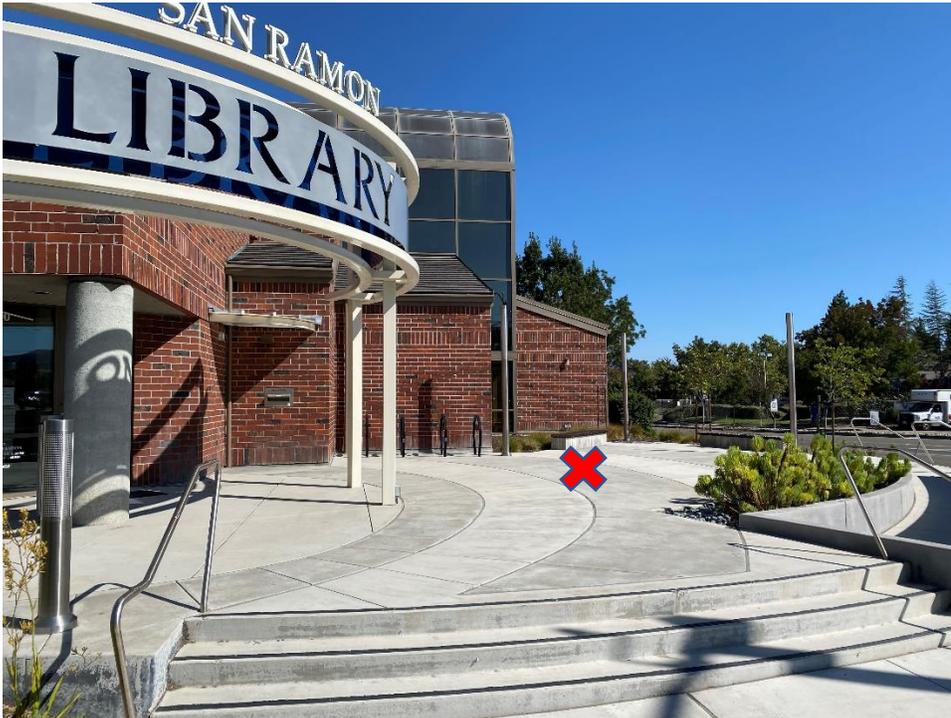
CONTRACTOR QUALIFICATIONS

This RFQ is open to all artists living in the western continental United States including Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. Experience in public art is desirable but not required. The selected artist must be available to attend a minimum of four (4) meetings with City staff and City Advisory Committees/Commissions during the design phase and timeline for the artwork.

SITE LOCATION DETAILS

The site is located on the exterior entryway to the San Ramon Library's northwest building entrance. The designated location for public art project is noted with a red 'X' in the following pictures.

Library Entrance Plaza, corner of Bollinger Canyon Road and Market Place looking south



View as you exit the Library main doors, corner of Bollinger Canyon Road and Market Place looking southwest.



Looking at the plaza facing Bollinger Canyon Road looking north



View of the Plaza facing northeast towards the Library entrance/exit



Overhead View of Plaza looking north

