Request for Proposals
Date of Issue: July 19, 2022

Services Sought by Authority & Guidelines for Submitting a Proposal

The Village of Middleville Downtown Development Authority ("Authority") is seeking proposals from artists for the painting of a mural or a series of murals in our downtown. The host site property is significant to the community, and all artistic work must be professional and created in full keeping with all applicable legal requirements. A detailed description of the work is described herein. The Authority expects from the selected firm a first class finished product that will be completed in accordance with agreed upon timetables and within the allotted allocation.

Interested parties should review the following details and submit their completed proposal to the DDA Director, Katherine Bussard, by emailing Katherine@MiddlevilleDDA.org or mailing to Middleville DDA, PO Box 402, Middleville, MI 49333. Prospective artists wishing to submit proposals must submit one (1) original PDF document reflecting their proposal to provide the services described in this RFP. Proposals should A) describe the design concept, scope, and inspiration B) give a loose concept of what the design could look like, including color schemes, c) include other portfolio samples and an artist resume, and d) include pricing to execute the concept, including all tools and supplies need.

Completed RFPs must be returned to the DDA no later than August 31, 2022 at 5:00 PM.

Please contact Katherine with any questions or to schedule a site visit at (269) 241-1170.

The Authority reserves the right to clarify any information in this RFP. If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all parties who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.

Project Goals and Scope:

The Middleville DDA is interested in sponsoring a mural or series of murals downtown. The first site we are exploring is the façade of Thornapple Township Hall that faces St. James Circle (located at 200 E Main St, Middleville, MI 49333). An adjacent retaining wall (owned by the Village of Middleville) that supports a parking area is also being considered for mural work, and both this retaining wall and the Township Hall wall could be designed as two parts of a single design. The DDA is particularly interested in designs featuring wildlife natively found along the Thornapple River and surrounding woodlands, and has particular interest in a mural that showcases wildlife living on land on the side of the township hall and wildlife living in the water on the retaining wall. Other artistic concepts, especially those that portray the Village's heritage, will be considered by the board as well. The approximate square footage of the Township Hall wall is 928 sq. feet of painted cement block, and the retaining wall is about 635 square feet of unpainted concrete. In addition to these sites, there are other sites around downtown that we would like to place murals, and all design concepts will be considered by our Board of Directors, Art Committee, and the property owner(s).

Preference will be given to mural artists who plan community engagement, such as community painting time or public art classes themed with the mural, into their proposal. The artist will be responsible for procuring all supplies and tools necessary for executing the proposal.

Required Qualifications:

The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the **Project Goals and Scope**. The prospective artist must:

A. Have proven experience in working on similar projects. Provide a representative list (portfolio) of at least two (2) similar projects including photographs. The lists should also include project location and date; description; services provided by artist; and owner's contact name and phone number.

B. Ensure that all work is in accordance with state and federal law and best practices. Include a brief summary report of the artist's approach and the factors artist will consider in accomplishing the project.

C. Create a proposed schedule to complete the project.

D. Be a Michigan entity (preference will be given to limited partnership, limited liability company, for profit corporation or non-profit corporation), authorized to do business in the State of Michigan, or sole proprietor.

F. Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow the prospective artist to receive, download and upload data, files and attachments from Authority staff.

G. Agree to satisfy the following requirements prior to the execution of the contract with the Authority:

i) Indemnify, defend and hold harmless the Village of Middleville, the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Agreement.

b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Agreement.

c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this contract.

d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.

e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

ii. Maintain and provide evidence, satisfactory to the Authority, of the following coverage:

a. General Liability Insurance for $1,000,000 with the Village of Middleville shown as additional insured;

b. Appropriate state and federal licenses to perform activities in **Project Goals and Scope**; and

c. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.

H. Agree to execute a contract acceptable to legal counsel for the Village of Middleville and Middleville DDA.

Timeframe:

This project could begin as early as October 2022 and would ideally be completed by the spring or summer of 2023, but may vary based on the design concept and approval of host sites. All proposals received by the deadline of August 31, 2022 at 5:00 PM will be reviewed and considered by the DDA Board at their regular meeting on September 20 at 6:00 pm at the Village of Middleville Village Hall, located at 100 E. Main St., and may be subject to further review by the Township Board, Village Council, DDA Art Committee, and any other stakeholders. All meetings will be open to the public and shall be held in accordance with the Open Meetings Act.

Proposal Selection Considerations:

The criteria for awarding bids or requests for proposals shall be as follows:

- Cost
- Experience
- Reliability

- Sufficiency of equipment
- Insurance
- References
- Good communication

In awarding bids or RFPs, the following factors, in addition to price will be considered by the Middleville DDA Board of Directors:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;

2. The ability to perform the contract or provide the service promptly, or with the time specified, without delay or interference;

3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

4. The quality of performance of previous contracts of service;

5. The previous and existing compliance by the bidder with the laws and regulation relating to the contractor's service and applicable civil rights laws;

6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

7. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;

8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;

9. The number and scope of conditions attached to the Request for Bid or Request for Proposal; and

10. Other factors deemed in the best interest of the Village of Middleville.

Local Preference:

If all bids received are reasonable equivalent, other than with respect to cost, bidders whose businesses are located within Barry County shall be given preference.

The DDA will endeavor to buy competitive products and services produced/manufactured or distributed locally whenever possible.

Board Member Interest In Bidder:

Any Board Member or Staff who has any ownership, a family member involved, or other interest in a company submitting a bid shall disclose the conflict of interest to the Board, and that official shall not participate in awarding the bid.