

COLUMBUS METROPOLITAN LIBRARY

Request for Qualifications

Public Art Master Plan Consultant

Issue Date: February 6, 2019

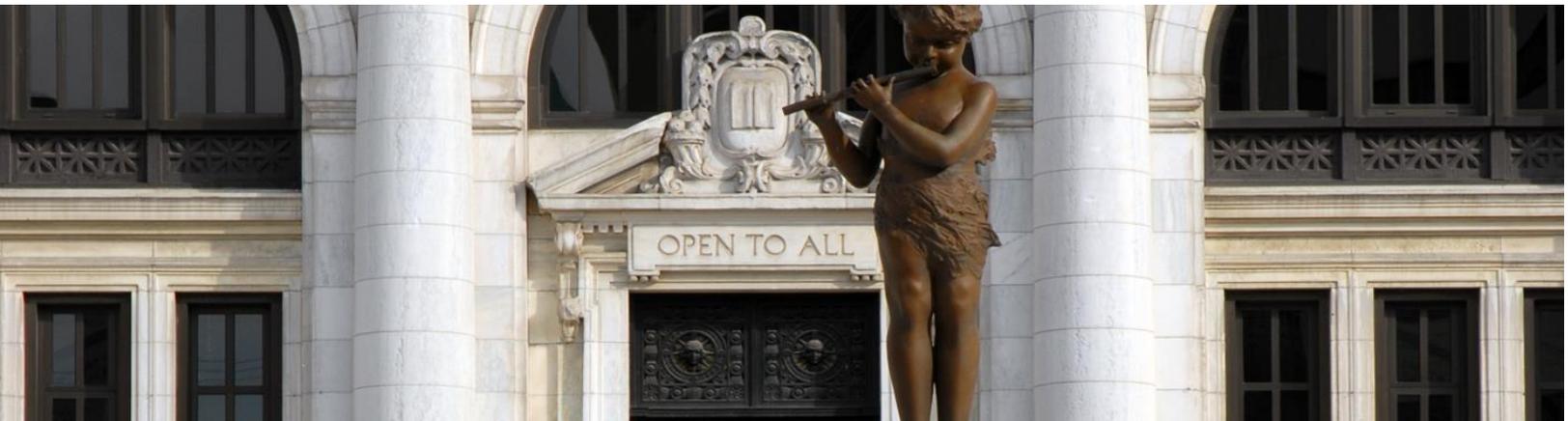
RFP Number: CML #19-003

Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

Wednesday, February 20, 2019
No later than 12:00 NOON EST



Wanda Dixon, Procurement Analyst
 Procurement Department
 Telephone: (614) 849-1034; FAX: (614) 849-1134
wdixon@columbuslibrary.org

REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library is seeking qualified **Public Art Master Plan Consultant** according to the requirements described in the project goals and other documents included with this Request For Qualifications (RFQ). The Proposal Identification Number is **CML 19-003**.

Requests for Qualifications will be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than 12:00 Noon on February 20, 2019**. Any proposal ("Proposal") arriving after 12:00 Noon will be marked late and will receive no consideration for selection to provide the specified services.

All questions or clarifications should be submitted no later than Monday, February 11, 2019 to procurement@columbuslibrary.org.

The offeror ("Offeror") declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract for which it is selected to provide the specified services at the prices proposed.

The Offeror certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing Proposal (Please print or type)		Title
Offeror Name		
Mailing address		
City	State	ZIP
Telephone		Toll Free Telephone
Contact Person		Fax Number
E-Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

INTRODUCTION

Columbus Metropolitan Library (“CML” or “Library”) is seeking an experienced public art master plan consultant to assist in the process of managing CML’s public art component of our 2020 Vision Plan Phase Two building program. The consultant is expected to demonstrate significant relevant experience in planning and visioning of public art programs.

BACKGROUND

Columbus Metropolitan Library is an award-winning profession leader. We’ve been ranked the number one library in the nation multiple times. *Library Journal* named us National Library of the Year in 2010, and in 2011 we earned the National Medal for Community Service. We’re the only large public library in the country to be named a 5-Star library by *Library Journal* every year since the award’s inception. CML understands that great libraries create stronger communities, and each branch is an essential hub that reflects the unique needs of the neighborhood it serves. Some of CML’s 21 locations are 40 to 50 years old and inadequate to meet the demands of a growing 21st century community. Demands and expectations will continue to grow, along with the population of Franklin County.

CML’s aspirational building program is the result of a community-wide process that will continue to serve the needs of Franklin County well into the future. The plan is a multi-phased comprehensive blueprint that reinvents and revitalizes the entire 600,000 square feet maintained by the Library.

Phase One of CML’s aspirational building program will complete by June 2019, and transformed and significantly upgraded seven urban branches (Driving Park, Whitehall, Parsons, Martin Luther King, Northside, Northern Lights, Shepard) and two suburban branches (Hilliard and Dublin). In addition, major changes to Main Library has been a major investment in downtown Columbus and the Discovery District.

Phase Two comprises four buildings: Hilltop (renovation and addition of 10,000 square feet), Karl Road, Gahanna and Reynoldsburg. The last three are complete rebuilds and expansion to grow by 20,000 square feet (for a total of 40,000 square feet.)

PROJECT GOALS

The art consultant should have a strong working knowledge of the local and Ohio arts community, as well as a deep knowledge of contemporary national and global artists.

The selected consultant is expected to develop a scope of services for the project in consultation with CML staff. Minority Business Enterprises are encouraged to respond to this solicitation. The consultant will work closely with the Chief Customer Experience Officer who makes the final selections. The scope may include, but not be limited to, the following tasks and deliverables:

- Understand CML’s vision, mission and goal statements related to our 2020 Vision Plan.
- Have ability to articulate and respond to CML’s most recent art acquisitions in order to keep the customer experience consistent.
- Reach out to qualified artists and reviewing qualifications in order to create a shortlist of artists who would be asked to participate in this program.
- Prepare a work plan and timeline that outlines tasks, milestones and deliverables.
- Facilitate the selection of artworks by envisioning installations that respect the CML brand and respond to the local neighborhood constituency. Long range planning with architectural firms important.

- Make site visits throughout state (as necessary) for artwork compliance, condition reports, digital photograph, etc., where artwork is purchased and as needed.
- Maintain accurate and current project files including project documentation.
- Provide well written didactic information on all CML art projects for library and citywide art websites. Liase with library staff to support art and culture programming around the art installations where appropriate.
- Provide regular budget updates.
- Coordinate with CML on availability of funds prior to project initiation.
- Ensure compliance with all relevant federal, state, and local rules, regulations and laws; and ensure the timely, efficient, and creative selection of public art.
- Make educational/orientation presentations as needed.
- Provide technical assistance to artists regarding public art and the public art selection process.
- Serve as liaison between artists and CML.

Columbus Metropolitan Library reserves the right to revise this RFQ, in whole or in part, at any time. Incomplete submissions will not be reviewed. CML will make every attempt to protect submitted materials; however, it will not be responsible for any loss or damage.

TIMELINE

Hilltop is expected to open late 2019; Karl Road in early 2020. Gahanna and Reynoldsburg could open later 2020 or early 2021.

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Offeror's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal. Please refer to Appendix A, *Offeror's Diversity & Inclusion Participation Form* to submit or denote omission of participation.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal for Work on the Project, the Offeror acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Offeror agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Offeror further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Offeror represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

PROPOSAL FORMAT

To facilitate comparison of Proposals, Offerors must submit Proposals in a format that corresponds to the outline below. Proposals must include a table of contents listing all sections.

- A. RFQ Cover Sheet – signed by an officer of the firm.
- B. A summary statement, in clear terms, of the firm’s understanding of the proposed project and description to your approach, including a proposed work plan.
- C. Statement as to the firm’s particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Also, indicate the principals in the organization and the size and composition of the organization.
- D. Provide a list of projects, highlighting library and other public projects in central Ohio, over the past five (5) years in which the firm has been involved as an Art Consultant. For each project, the Offeror shall include:
 - a. Brief description of the project.
 - b. Owner’s name, address, contact person, e-mail address and phone number.
- E. Provide the name of all team members, including consultants, who would be assigned to the specific projects identified and the role that they will play. Include a brief description of certifications, skills and abilities of each team member. Roles performed by consultants must be clearly identified.

Submitted materials will not be returned. Applicants will be notified of CML’s decision by the end of first quarter.

PROPOSAL SUBMISSION REQUIREMENTS

Each Offeror must submit one (1) original signed in blue ink, four (4) copies, and one(1) MS-Windows formatted USB Flash Drive. All proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number **CML#19-003** and title of the RFQ (*Public Art Master Plan Consultant*) clearly marked on the outside, addressed and delivered to:

Columbus Metropolitan Library
Attn: Wanda Dixon, Procurement Analyst
96 South Grant Avenue
Columbus, OH 43215

Proposals may also be delivered in person to the First Floor Main Circulation Desk at the Columbus Metropolitan Library located at 96 South Grant Avenue, Columbus, Ohio 43215.

Proposals will be accepted until the time indicated in the RFP. The Library is not responsible for any late mail or late special service deliveries.

ADDITIONAL INFORMATION

1. Addenda to this RFP will be posted on the Columbus Metropolitan Library Web-site: www.columbuslibrary.org/about/doing-business at least five (5) business days prior to the RFP opening. Offerors are responsible for any information provided in any and all issued addenda.
2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detail costs and are to be submitted on company letterhead, to the e-mail address on the Library's purchase order. Refer to terms and conditions herein for additional information regarding payment. The Offeror shall provide a sample invoice to demonstrate it can meet the requirements of this RFP. Refer to the "Invoice" section.
3. Times referenced herein are Columbus, Ohio local time.
4. Submission of a Proposal in response to this RFP is the Offeror's acknowledgement that subjective criteria may be used in the evaluation of Proposals. Award shall be made to the responsive and responsible Offeror determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

RFP & PROPOSAL QUESTIONS

All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than **5:00 p.m. on Monday, February 11, 2019**. Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business. Answers will be posted **no later than 5:00 p.m. on Thursday, February 14, 2019**.

SELECTION PROCESS

The Library's selection team will review all proposals and evaluate responses to the RFQ. Firms will be ranked, as required by the qualification-based selection process set forth in Ohio Revised Code Section 9.33, et seq.

A short list of 'finalists' will then be required to meet in person, in Columbus, Ohio, with the selection team for a presentation and interview.

At the conclusion of the presentations and interviews, the selection team will then rank the firms on the basis of qualifications and begin contract negotiations with the firm or firms ranked most qualified for the options being considered at this time. If the Library is unable to reach an acceptable price for services with the top-ranked firm(s), the Library will terminate negotiations and move on to the next ranked firm.

Upon successful negotiations, the firm will be presented to the Library's Board of Trustees for approval of the selection and authorization to enter into an agreement for services with the firm(s).

The Library is not, by virtue of issuing this RFQ, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

EVALUATION CRITERIA

The qualifications for the Public Art Master Plan Consultant and the basis for the evaluation of qualifications submitted will be:

- Experience of the firm and its employees with comparable projects, including size, nature and complexity
- Competence to perform the required services as indicated by the qualifications of the team assigned to the project
- A demonstrated broad range experience of understanding of contemporary art trends as exhibited and executed in Phase One art work and public installations. Support of emerging artists on local, regional and national scale to place CML firmly within the most important artistic conversations of the day.
- Demonstrated ability to perform the services competently and expeditiously
- Past performance as reflected in evaluations of previous clients and other professionals with whom the firm has worked, with respect to factors such as control of costs, quality of work, ability to meet deadlines, and ability to work cooperatively with the Owner and other professionals involved with the Project.
- Evidence of financial responsibility

PROJECTED TIMELINE

The projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

If a change is made to the RFQ process, it will be communicated to those organizations reflecting an interest in responding to the opportunity and through a notice published on the “Doing Business with the Library” page of the Library’s website www.columbuslibrary.org/about/doing-business.

Activity	Target Completion Date
Issuance of RFQ, Inquiry Period Begins	February 6, 2019
Inquiry Period Ends	February 11, 2019
Final Response to Vendor Questions	February 14, 2019
Proposal Due Date	February 2019 by 12:00 Noon
Evaluation and Selection of Short-Listed Firms	TBD
Firm Presentations & Interviews	TBD
Board Approval	TBD

Columbus Metropolitan Library

Procurement Department

Standard Contract Terms and Conditions

Contract Components. Entirety. Changes Interpretation

Contract Components: This contract consists of this document, the Standard Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications or scope of work (SOW), and any written amendments to this document, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract").

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a SOW submitted to CML in response to a request (referred to as the Contractor in these Terms and Conditions) and Columbus Metropolitan Library (CML).

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order supplies or services under this Contract from the Contractor directly. The Contractor may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML. The Contractor is not required to fill an order date more than 30 days beyond the date of Contract expiration, termination or cancellation, unless the Contract provides for a quarterly delivery or quarterly service. Under a Contract that provides for quarterly delivery, the Contractor is not required to fill an order with a delivery date of more than 90 days beyond the date of Contract expiration, termination or cancellation.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Contractor noting the areas of discrepancy.

Payment: In consideration for the Contractor's performance, CML will pay the Contractor at the rate specified in the contract. *Payments will be made by electronic funds transfer (EFT)*. For all transactions, the Contractor must have a valid W9 form on file with the Finance Department. The completed form should be mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for supplies and services it has received and accepted, unless otherwise indicated herein.

Taxes: Columbus Metropolitan Library is exempt for all federal, state and local taxes as CML is a political subdivision of the State of Ohio.

Term of Contract: This contract is effective upon the projected beginning date of the Contract Cover Page or upon signature of CML by the Fiscal Officer, whichever comes later in time. This Contract will remain in effect until the Contract is fully performed by both parties or cancelled in accordance with the Terms found herein.

Contract Renewal: This contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by agreement of both parties, any number of times for any period of time. The cumulative time of all renewals may not exceed two years.

Delivery

F.O. B. The Place of Destination: The Contractor must provide the supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid unless otherwise stated.

Time of Delivery: If the Contractor is not able to deliver the supplies or services on the date and time specified by CML ordering department on the ordering document, the Contractor must coordinate an acceptable date and time for delivery. If the Contractor is not able to, or does not, provide the supplies or services to an ordering department by the time and date agreed upon, CML may obtain any remedy provided below or any other remedy at law.

Minimum Orders-Transportation Charges: For purchase orders placed that are less than the stated minimum order, the transportation will be prepaid and added to the invoice by the Contractor to the delivery location designated in the ordering documents. Shipment is to be made by private or commercial freight service, airmail, water, parcel post, express or commercial package delivery, whichever is the most economical and expeditious method for proper delivery of the item. Failure of the Contractor to utilize the most economical mode of transportation shall result in the Contractor reimbursing CML the difference between the most economical mode of transportation and the mode of transportation used by the contractor. Failure to reimburse CML shall be considered a default.

Contract Cancellation: Termination: Remedies

Contract Cancellation: If a Contractor fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Contractor's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Contractor.
- B. **Cancellation by Unremedied Default:** If a Contractor's default may be cured with a reasonable time, CML will provide written notice to the Contractor specifying the default and the time within which the Contractor must correct the default. If Contractor fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Contractor. If CML does not give timely notice of

default to Contractor, CML has not waived any of its rights or remedies concerning the default.

- C. Cancellation by Persistent Default: CML may cancel this Contract by written notice to Contractor for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Contractor of its third default, CML may cancel this Contract without providing Contractor with an opportunity to cure, if the Contractor defaults a fourth time. CML shall provide written notice of the termination to the Contractor.
- D. Cancellation for Financial Instability: CML may cancel this Contract by written notice if Contractor does not pay its subcontractors and material suppliers within 10 days of payment to the Contractor by CML. To the extent permitted by law, CML may cancel this Contract by written notice to Contractor if a petition in bankruptcy or similar proceedings has been filed by or against the Contractor.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Contractor.

Remedies for Default:

- A. Actual Damages. The Contractor is liable to CML for all actual and direct damages caused by the Contractor's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Contractor, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Contractor's default, from the Contractor.
- B. Deduction of Damages for Contract Price. CML may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the Contract, after CML has provided prior written notice to Contractor of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Contractor is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate: The Contractor may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Contractor will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Contractor's performance under this Contract, including the performance by Contractor's employees and agents and any individual or entity for which the Contractor is responsible.

Confidentiality: Contractor may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Contractor may not disclose any information obtained by it as a result of the Contract without written permission from CML.

Contractor must assume that all CML information, documents, data, records or other material is confidential.

Publicity: Contractor and any of its subcontractors may not use or refer to this Contract to promote or solicit Contractor's or subcontractor's supplies or services. Contractor and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Contractor shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Contractor, and any agent of the Contractor, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Contractor to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period may result in the Contractor being considered in default. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Contractor to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Contractor. Any Contractor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: Insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Contractor uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the

Contractor's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Contractor's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Contractor for immediate correction. If the Contractor fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Contractor warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and be in compliance with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. All times referenced herein are Columbus, Ohio local times.
3. *CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.*
4. Contractor will make arrangements for EFT (electronic funds transfer).
5. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at
6. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or email: procurement@columbuslibrary.org.

Appendix A
Offeror's Diversity & Inclusion Participation Form

Public Art Master Plan Consultant
RFP Number: CML #19-003

A completed Offeror's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal Form.

_____ ("Offeror") submits the following information regarding its levels of MBE/WBE Participation:

List all MBE/WBE subcontractors and suppliers, with contract amounts, that Offeror will use for its work on the Project. (Continue list on additional sheets of paper if necessary.)

Name of Subcontractor / Supplier	MBE or WBE	Subcontract Amount
1.		\$
2.		\$
3.		\$
4.		\$

A. TOTAL AMOUNT OF MBE/WBE SUBCONTRACTS	\$
TOTAL PROPOSAL	\$
B. PERCENTAGE OF DIVERSITY PARTICIPATION* (A ÷ B x 100)	%

The Offeror's commitment of total workforce hours for Minority Workforce participation on the project is: _____%.

The Offeror's commitment of total workforce hours for Women Workforce participation on the project is: _____%.

I certify under penalty of perjury that the forgoing and/or attached statements and information are true and correct. The undersigned will immediately notify the Owner in the event that any of the information provided in this Diversity & Inclusion Participation Form changes in any material way.

By: _____ Date: _____

Print Name and Title: _____

***If the Offeror does not indicate that it has achieved the Diversity & Inclusion Participation Goal set forth in the Instructions to Offerors, the Offeror must attach to this Form, a narrative, including exhibits, demonstrating and certifying that good faith efforts, as set forth in the Instructions to Offerors, were actively and aggressively undertaken by the Offeror, to reach such goals.**