

# **Request for Qualifications Artwork Preparation and Installation Gainbridge Fieldhouse**

## **Background**

As part of its Fieldhouse of the Future project, the Capital Improvement Board/Marion County Convention and Recreational Facilities Authority, along with Pacers Sports and Entertainment, has commissioned new artwork from 11 Indiana-based artists to tell key stories related to the history of Indianapolis, sports, and basketball in Indiana. This artwork is considered “portable” (i.e., it is wall-hung and movable at will), and will be installed on the Key Bank Suites level at Gainbridge Fieldhouse, Indianapolis, Indiana. The program is being coordinated by the Indy Arts Council.

CIB, MCCRFA, and PSE are interested in learning about qualified independent contractors who can prepare the completed artwork for installation and physically install the artwork and identification labels in the Fieldhouse.

Approximately 30 artworks of various sizes and weights will be prepared and installed in 11 locations. Each location will host from 1 to 5 artworks.

## **Scope of Work**

The hired contractor will provide the following services:

- Provide a single delivery point in Indianapolis, IN for completed artworks incoming from artists.
- Provide a secure, climate-controlled work space to prepare the artwork for installation.
- Prepare each individual artwork for installation, which includes:
  - Inspect the artist-provided frames for strength and physical integrity
  - Reinforce any weak points or insufficiently constituted joints or fastenings
  - Install security hardware on the artwork frames (contractor is responsible for sourcing their preferred type of security hardware as part of services)
  - Soft-pack artwork for transportation
- Transport artwork to Gainbridge Fieldhouse for installation.
- Install artwork at Gainbridge Fieldhouse according to a provided installation plan; if the plan needs adjusting, consult with the Arts Council representative.
  - Artwork must be installed within a specified 2-3 day period, to be coordinated with the Indiana Pacers
  - Artwork may not be stored at Gainbridge Fieldhouse between installation sessions; transport all artwork on the day it is to be installed

- **Installation must be completed prior to August 15, 2022**
- Install artwork labels/signage during artwork installation session
  - Signage will be provided
  - Contractor will source and use a mounting method/material specified by the project architect
- Provide training to Fieldhouse staff on removing artwork (to facilitate later cleaning and wall repairs)

The contractor will provide their own labor, tools, equipment, hardware, premises, and transportation when performing the listed services prior to on-site installation.

The contractor will provide their own labor, tools, and equipment when performing on-site installation services at Gainbridge Fieldhouse.

Work will be performed under contract to the Capital Improvement Board.

## Desired Contractor Qualifications

The selected contractor will have the following qualifications and capacities:

- Art handling experience, preferably gained in a museum or commercial gallery setting
- Artwork installation (wall-based) experience, preferably gained in a museum or commercial gallery setting
- Expertise selecting, sourcing, and using various brands of security hardware and signage mounting methods
- Artwork framing experience, preferably for multi-artwork projects where consistency is imperative
- Secure, climate-controlled storage and preparation area with drive-in closed dock access, located in Indianapolis, IN
- Meets the following insurance requirements:
  - Minimum \$2,000,000 commercial general liability
  - Minimum \$1,000,000 commercial auto liability
  - Worker's compensation coverage for employees (if no employees, must be able to get a Worker's Compensation Clearance Certificate from the state of Indiana)
- Corporate entities (e.g. Inc. or LLC) must be current on their State of Indiana business entity paperwork as of the date of contract signature

Specialty subcontracting may be permitted on a limited basis; for example, temporary contract laborers with specific skills. *All subcontractors (**including individual independent contractors**) must be able to meet the same insurance and corporate entity requirements as the contractor.*

## Estimated contract value

Depending on the final number of artworks to be installed, we anticipate this contract can be performed for \$9,000-\$11,000. This amount is inclusive of labor, materials, equipment, subcontracts, insurance, facilities costs, and rentals.

## Selection Process

Based on the response to this RFQ, several qualified contractors will be invited to provide a proposal for the work. More specifics about the numbers and sizes of artworks will be provided to enable an accurate proposal and cost estimate. Proposals will be due by May 31, 2022.

## How to apply

To indicate interest in performing this work, provide an application package containing the following information:

- **Introduction to contractor and its services** (no more than 1 typed page); please ensure that there is a contact name, title, land mail address, phone number, and email address on this page, and a company website address if applicable.
  - Note any city/state business certifications on this page (MBE, WBE, DBE, VBE in particular) or, if not certified, indicate whether the business is minority-owned, women-owned, veteran-owned, LGBTQIA-owned, or owned by a person with a disability.
  - If the contractor expects to subcontract part of the work if selected, please indicate any known M/W/D/VBE subcontractors on this page.
- **Brief history of contractor's experience performing similar work**, illustrating fulfillment of the desired qualifications outlined above (no more than 1 typed page)
- **Previous client list for the past three years** with dates, scopes of work, and contract values (no more than 2 typed pages)
- **Photos of previously completed work** consistent with the scope of work outlined above (no more than 3 pages of photographs, labeled with client name)
- **Two client references**: name of company, name of contact individual, and contact information (email and phone number). Ensure the clients are mentioned on the client list included in the package. (no more than 1 typed page)

**The deadline to provide qualifications packages is April 3, 2022.**

Address qualifications package to:

**Julia Muney Moore**

### ***Director of Public Art, Indy Arts Council***

Send package as a single PDF document, via email attachment to [jmoore@indyarts.org](mailto:jmoore@indyarts.org) with “Gainbridge Fieldhouse Installation Contractor” in the subject line. PDF attachments may not exceed 15 MB in size.

For packages exceeding 15 MB, please share the PDF document to the email address above via file storage link or file transfer service (e.g. Dropbox, Box, Hightail, WeTransfer, etc.).

Printed pages may also be mailed or hand-delivered to the following address:

Julia Moore, Director of Public Art  
Indy Arts Council  
924 N. Pennsylvania St., Suite A  
Indianapolis, IN 46204

If hand-delivered or mailed, please place the document in an envelope with “Gainbridge Fieldhouse Installation Contractor Application” marked on the outside. This will ensure immediate attention.

### **Equal Employment Assurances**

The CIB/MCCRFA does not discriminate against any employee or applicant for employment or against any service recipient or applicant for services because of race, color, ethnic status, religion, sex, sexual orientation, gender identification, age, national origin, disabled veteran status, Vietnam era veteran status, or disability.

It is the goal of the CIB/MCCRFA to promote the utilization of minority owned business enterprises (“MBEs”), women owned business enterprises (“WBEs”), veteran owned business enterprises (“VBEs”) and disabled owned business enterprises (“DOBEs”) during and as part of the Gainbridge Fieldhouse project. MBEs, WBEs, VBEs and DOBEs shall collectively be referred to as XBEs and the Owner has adopted the following XBE participation goals:

- 15% participation by MBEs;
- 8% participation by WBEs;
- 3% participation by VBEs; and
- 1% participation by DOBEs.