



CONSERVATION – REQUEST FOR QUALIFICATIONS

Deadline: June 21, 2019 at 5:00 PM CST.

Fort Worth Public Art, a City of Fort Worth program administered by the Arts Council of Fort Worth & Tarrant County, Inc., invites qualified art conservators to submit letters of interest and proof of qualifications to provide care and maintenance to the City of Fort Worth's Public Art Collection. Interested applicants will demonstrate interest, knowledge, range, skills, and availability to assist the program in maintaining a growing collection of artworks and architectural enhancements in the collection.

Qualifications will be reviewed by Arts Council of Fort Worth staff and two representatives of the Fort Worth Art Commission. Successful candidates will be chosen based upon, but not limited to:

- Qualifications and Work Experience
- Education / Training
- Licenses and Certifications
- Media Specialty
- Reputation
- Availability
- Fee Proposal
- Ability to meet the requirements of the annual agreement with the City of Fort Worth (City)

A pre-qualified list of conservators for current and future projects will be selected for the purpose of awarding annual contracts and work as needed. Selected conservators will enter into a written agreement with the City of Fort Worth to provide all services related to conservation and ongoing maintenance of specific artworks. National teams may apply but should consider cost effective treatment strategies to meet the collections needs.

The term of the Agreement will be for a period of one (1) year, commencing on or about July 15, 2019 and may be terminated by the City at any time without penalty or cause. At the sole discretion of the City, a renewal option of three (3) one (1) year extensions after the initial term will be considered.

SCOPE OF SERVICES

The Arts Council of Fort Worth & Tarrant County, Inc., the City's designated contract manager, manages the Fort Worth Public Art program on behalf of the City and maintains the Fort Worth Public Art Collection which includes artworks in varying mediums including: 2-D artworks, sculpture, painted and tile murals, mosaics, mixed media installations and architectural enhancements. Artworks are sited on and in City of Fort Worth properties in all Council Districts. Applicants are not expected to exhibit expertise in all mediums and materials and the selected firms will be contracted for services for specific artworks at the city's discretion.

The Request for Qualifications is open to professional fine art and cultural artifact and properties conservators who provide conservation services in one or more of the following categories:

- Metal
- Organic Materials

- Stone and Tile
- Glass
- Architectural
- Mixed Media

Conservator may be contracted to provide third-party reviews, condition assessments, treatment proposals, and cost estimates in advance of services.

SUBMISSION REQUIREMENTS

Submissions must provide all requested information. Bids marked “**Public Artwork Conservation – Fort Worth Public Art**” will be accepted until June 21, 2019 at 5:00 PM CST. Submissions must consist of the following items in the proper form and by the deadline in order to be considered.

- 1) Letter of Interest
- 2) Resume - Demonstration of Qualifications and Experience, Principal and Team
- 3) Treatment Philosophy
- 4) Firm Information
- 5) Fee Schedule – please include schedule detailing costs for specific services, standard hourly rates, administrative time and travel costs including per diem* as applicable
- 6) Proof of Insurance

By signing its Qualifications, conservator acknowledges that it has read and understands the insurance requirements for the agreement. Conservator also understands that the evidence of required insurance must be submitted within fifteen (15) days following the signing of a professional services agreement. Insurance requirements are attached as Attachment “A.”

Written questions regarding this RFQ or the submittal requirements may be directed to Jennifer Conn via e-mail at jconn@artscouncilfw.org. No phone calls, please. Clarifications, additional information, corrections or changes to the RFQ will be made in a timely manner.

Qualifications are due at the following address no later than 5:00 PM CST on June 21, 2019. Qualifications received after this deadline will not be considered. The City of Fort Worth and Fort Worth Public Art is not responsible for non-receipt of Qualifications sent by mail or courier.

Please deliver three (3) copies of your Qualifications to:

Jennifer Conn, Collection Manager
Fort Worth Public Art
Arts Council of Fort Worth & Tarrant County
1300 Gendy Street
Fort Worth, Texas 76107

* Per Diem rates set by the U.S. General Services Administration (GSA)

Attachment "A"
Insurance Requirements

PUBLIC ART - INSURANCE REQUIREMENTS

The Contractor shall meet all the following insurance requirements for the assessment, naming the City as an additional insured on each policy of insurance, except Workers Compensation. If the Contractor subcontracts any part of the work, then the Contractor shall also require his/her subcontractor(s) to abide by all of the following insurance requirements. The Contractor shall require the subcontractor(s) to name the Contractor and the City as additional insureds.

Commercial General Liability (CGL)

\$1,000,000 Each occurrence
\$2,000,000 Aggregate limit

Coverage shall include, but not be limited to, the following: premises, operations, independent contractors, products/completed operations, personal injury, and contractual liability. Insurance shall be provided on an occurrence basis, and be as comprehensive as the current Insurance Services Office (ISO) policy. The policy shall name City as an additional insured.

Automobile Liability

\$1,000,000 Each accident
or
\$250,000 Bodily Injury per person
\$500,000 Bodily Injury per occurrence
\$100,000 Property Damage

A commercial business policy shall provide coverage on "Any Auto," defined as autos owned, hired and non-owned.

For the Contractor and/or the Contractor's Subcontractors who have employees: Workers' Compensation

Statutory limits

Employer's liability

\$100,000 Each accident/occurrence
\$100,000 Disease - per each employee
\$500,000 Bodily Injury/Disease - policy limit

Workers' Compensation coverage shall provide limits consistent with statutory benefits outlined in the Texas workers' Compensation Act (Art. 8308 – 1.01 et seq. Tex. Rev. Civ. Stat.).

GENERAL POLICY REQUIREMENTS

The certificate of insurance shall include an endorsement naming the City of Fort Worth, its' Officers, Employees and Volunteers as an "Additional Insured" on all liability policies. Exception: the additional insured requirement does not apply to Workers' Compensation or Automobile policies.

Contractor is responsible for providing the City a thirty day (30) notice of cancellation or non-renewal of any insurance policy and may not change the terms and conditions of any policy that would limit the scope or coverage, or otherwise alter or disallow coverage as required herein.

The workers' compensation policy shall include a Waiver of Subrogation (Right of Recovery) in favor of the City of Fort Worth. The insurers for all policies must be licensed/approved to do business in the State of Texas. If the subcontractor is an international entity and carries insurance through an international insurance company, then the subcontractor must obtain language on their certificate of insurance confirming that its insurance policy extends coverage to operations in the United States. All insurers must have a minimum rating of A- VII in the current A. M. Best Key Rating Guide or have reasonably equivalent financial strength and solvency to the satisfaction of Risk Management. If the rating is below that required, written approval of Risk Management is required.

If insurance policies are not written for specified coverage limits, an Umbrella or Excess Liability insurance for any differences is required. Excess Liability shall follow form of the primary coverage.

Unless otherwise stated, all required insurance shall be written on an "occurrence basis."

The deductible or self-insured retention (SIR) affecting required insurance coverage shall be acceptable to and approved in writing by the Risk Manager of City of Fort Worth in regards to asset value and stockholders' equity. In lieu of traditional insurance, alternative coverage maintained through insurance pools or risk retention groups, must also approved by City's Risk Manager.

City, at its sole discretion, reserves the right to review the insurance requirements and to make reasonable adjustments to insurance coverages and their limits when deemed necessary and prudent by City based upon changes in statutory law, court decision or the claims history of the industry as well as of the contracting party to City of Fort Worth. City shall be required to provide prior notice of ninety days.

City shall be entitled, upon request and without expense, to receive copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modifications of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of party or the underwriter on any such policies.