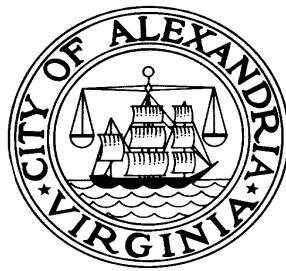


CITY OF ALEXANDRIA
REQUEST FOR QUALIFICATIONS NUMBER 00000066

**Public Art Commission for the
Police Memorial, Alexandria, Virginia**

Issue Date: September 1, 2009



CLOSING DATE: October 30, 2009

CLOSING TIME: 4:00 P.M., Alexandria, Virginia, Local Time

Notice from the City of Alexandria: City of Alexandria Bidder's Mailing List – To receive or continue receiving notices of solicitations issued by the City of Alexandria, current bidders and proposers as well as individuals and firms who wish to be added to the City's solicitation notification list must apply or re-apply (as applicable) at <https://eprocure.alexandriava.gov/bso/login.jsp>. Firms and individuals who completed and returned a paper bidder's mailing list application at any point must submit a new application in eProcure, the City's new on-line application. Thank you.

NOTE: ALL ADDENDA IF ISSUED CAN BE ACCESSED AT THE WEBSITE ADDRESS ABOVE.

ISSUED BY: CITY OF ALEXANDRIA, VIRGINIA
BUYER: Dominic Lackey
SUITE 301 - BANKER'S SQUARE
100 NORTH PITT STREET
ALEXANDRIA, VIRGINIA 22314
703-838-4946 Ext. 600

SUBMISSIONS MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS SHOWN ABOVE, NO LATER THAN THE ANNOUNCED DATE AND TIME OF CLOSING. SUBMISSIONS SENT BY FACSIMILE WILL NOT BE ACCEPTED.

QUESTIONS: Any interested party which has questions regarding this Request for Qualifications is invited to submit their questions to the Procurement Department via Fax at (703) 838-6493. Questions will be accepted until 4:00 PM, Alexandria, Virginia, Local Time, October 15, 2009. Official answers to questions will be furnished via an Addendum to this solicitation.

I. INTRODUCTION AND OVERVIEW

A. Project Summary

The City of Alexandria, Virginia seeks to commission a Police Memorial that will be an integral part of the new Alexandria Police Department Headquarters building scheduled to open in the fall of 2011. The process will be managed by the Office of the Arts, a division of the Department of Recreation, Parks and Cultural Activities and the Alexandria Commission for the Arts Public Art Committee. The City will conduct the search for qualified applicants through this Request for Qualifications.

The purpose of the public art project is to recognize the service of Alexandria Police Officers to their community. The artwork will focus on the honor, integrity and sacrifice of Alexandria's fallen officers, past and future and will convey a message of honor, appreciation and remembrance rather than one of loss and sorrow. The Memorial will also provide an appropriate site for ceremonial activities of the Alexandria Police Department and the City.

The finalist's willingness to learn about the community and to maintain dialogue with interested community members will be a significant factor in project design development. There may be educational programming designed during the fabrication stage that could include discussions between the finalist and the community.

B. Budget

The budget for this project should not exceed \$300,000. The budget is all-inclusive and includes, but is not limited to, the design fee, fabrication, materials, insurance, delivery and installation, travel, documentation and any incidental costs related to the design, construction and installation of the artwork. Funding for this project will be raised through grants and private donations.

C. Scope of Work

An artist or artists will be commissioned to integrate artwork into the open space pedestrian plaza near the main entrance of the new police facility currently under construction at 3534 Wheeler Avenue.

This RFQ/National Call to Artists will result in a short list of three finalists, who will each receive an honorarium of \$2,000 to develop final proposals. Finalists will be required to make a presentation to the Selection Panel in Alexandria, VA.

D. Submission Deadline

Materials must be received no later than:

Friday, October 30, 2009, 4:00pm Eastern Daylight Time

E. Project Goals

The artwork shall:

- be non-representational
- honor fallen Alexandria Police Officers, past and future
- commemorate the history of the Alexandria Police Department
- provide an appropriate setting for ceremonial activities of the Alexandria Police Department and the City

F. Alexandria Police Department History and Site History

1. Alexandria Police Department

As early as 1780, Alexandria employed a daytime policeman and two night watchmen. By 1797, it had organized a full night watch with watchmen paid \$150 annually, who, according to a town council action, were “to patrol and take charge of such disorderly and suspicious person.” Constables and later policemen were responsible for law enforcement during daylight hours, and this system continued until the Civil War. When Virginia seceded in 1861, Alexandria, as part of the confederacy, was quickly occupied by Union forces that remained throughout the war.

Following Reconstruction, Virginia rejoined the Union, and Alexandria’s police force was reorganized. On July 15, 1870, city leaders ended the night watch system, dismantled the daylight police force, and formally authorized the creation of the Alexandria Police Department. Within two weeks, a captain, lieutenant, and 19 policemen were on duty.

Police in the riverfront town faced challenges ranging from petty thieves to drunken sailors to the occasional murder. During the early 1900s, the City expanded by annexing neighboring railroad communities. Police became tasked with enforcing Prohibition laws and, as road accidents resulted in more injuries and deaths, traffic safety became a priority.

As Alexandria’s population grew, so did its police force – from 80 officers in 1952 to 320 sworn officers, 128 civilian employees and 80 volunteers today. Over the years, the Alexandria Police Department has lost seventeen law enforcement officers in the line of duty:

Constable Elijah Chenault 1823 • Watchman Gerrard Arnold 1827
Officer Julian F. Arnold 1887 • Officer George W. Crump 1893
Officer Walker W. Campbell 1919 • Sergeant Elton B. Hummer 1928
Sergeant Charles R. McClary 1929 • Private Whitfield W. Lipscombe 1930
Private August Perault Pierce 1930 • Corporal Clarence J. McClary 1935
Private Robert B. Harris 1948 • Private Bobby G. Padgett 1959
Deputy Inspector James W. Baber 1962 • Private Eugene Yoakum 1964
Detective Conrad L. Birney 1972 • Corporal Charles W. Hill 1989
Officer Andrew M. Chelchowski 1993

2. Site History

The site was annexed by the City of Alexandria in 1952 from Fairfax County and is currently being used as a stockyard and maintenance facility for various City departments. Located in the Seminary Hill/Strawberry Hill area of the City, the property is surrounded by industrial, commercial and residential uses.

The adjoining Brown's Mill is located along the western property line. The mill, known at various times as "Phoenix Mill," "Old Dominion Mill," and "Brown's Mill" was built between 1776 and 1812 and operated into the late 19th century. The existing mill building has been modified with additions and changes to the windows and roof, but retains its fundamental structural elements. Civil War period maps show a structure on or near this property and Brown's Mill situated to the west.

For additional information, please visit: www.alexandriava.gov/arts.

G. Environment

A new police headquarters facility is currently being constructed in order to consolidate operations of the Alexandria Police Department and facilitate coordination and cooperation among various divisions and shifts. Open 24 hours a day, 7 days a week, the facility will house a criminal investigation laboratory, state-of-the-art police and fire communications center, and a community meeting room.

The site of the new police facility covers 6.64 acres or 289,240 square feet. The building area will consist of 124,000 square feet on four levels with the future expansion potential of 155,000 square feet. A total of \$61.3 million is budgeted for facility construction.



Centrally-located within the City, the building is designed to provide a welcoming environment for the public and staff of more than 500. Approximately 51% of the site is ground level open space. The landscaped entry plaza will include native plantings and locally harvested materials. A three-story atrium will serve as the entrance and access point to public services.

Sustainable site design elements include rain gardens, a rainwater reclamation system, bioretention systems and energy efficiencies. The building will be LEED Silver Certified with a goal of achieving LEED Gold.

The facility is not located within a historic district.

H. Art Plan Premise

Complete design proposals are not expected at this stage. The following information is provided to aid the artist/design team in the concept development and preliminary submission.

The Memorial will recognize the service of Alexandria Police Officers, welcome the public to the facility and promote community engagement. In order to reflect the diversity of the police force, the artwork should be non-representational. The Memorial shall focus on the honor, integrity and sacrifice of Alexandria's fallen officers, past and future, and will convey a message of honor, appreciation and remembrance rather than one of loss and sorrow. The Memorial shall integrate well with the existing plaza design and provide an appropriate setting for ceremonial activities of the Alexandria Police Department and the City.

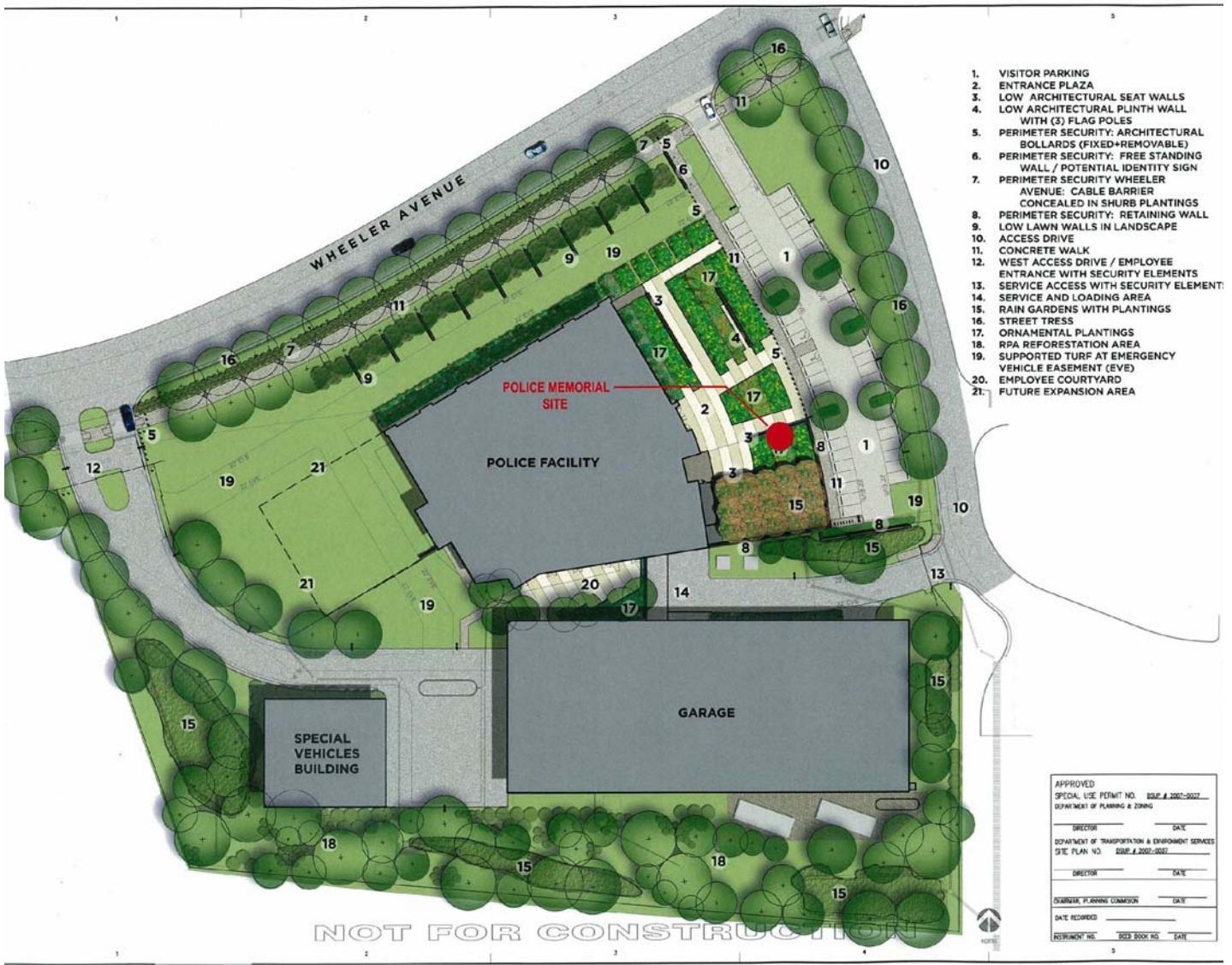
The design shall incorporate a location for the names and dates of Alexandria's fallen officers, listed chronologically with allowance for the future addition of names and dates.

The proposed memorial area is approximately 30' X 40' or 1,200 square feet. Please note that a portion of the designated site is over the underground structure which houses the police locker rooms. Heavy loads (more than 100 pounds per square foot) within this sensitive area are discouraged.

The front façade (east) of the police headquarters has a height of 66'6", and is positioned approximately 35' from the proposed memorial site. The total width is 192'2".

It is intended for the Memorial to have lighting but it is at the artist's discretion to choose whether or not to include lighting within their concept. The required minimum average illumination for the plaza is 0.6 FC, however, certain lighting exceptions may be granted.

Any artwork and design elements must be durable and low maintenance. Applicants should consider the high amount of pedestrian traffic around the facility, light (both natural and electric), outdoor weather conditions, and the architectural design of the new facility when designing the proposal. Water features are discouraged due to their high installation and maintenance costs and potential heavy load.



APPROVED	
SPECIAL USE PERMIT NO.	SDUP # 2007-0077
DEPARTMENT OF PLANNING & ZONING	
DIRECTOR	DATE
DEPARTMENT OF TRANSPORTATION & ENVIRONMENT SERVICES	
SITE PLAN NO.	DSIP # 2007-0077
DIRECTOR	DATE
CHARMICK, PLANNING COMMISSION	DATE
DATE RECEIVED	
INSTRUMENT NO.	DSIP BOOK NO. DATE



I. Eligibility

The project is open to all artists or design groups, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. City of Alexandria employees or members of the Selection Panel are not eligible. If the applicant is new to public art, he or she will be required to contract with an experienced artist or designer for advice.

J. Office of the Arts and Alexandria Commission for the Arts

Created in 2008, the Office of the Arts is a division of the Department of Recreation, Parks & Cultural Activities. Its mission is to promote the value of arts and culture in the City of Alexandria by nurturing, investing in and celebrating the creative contributions of artists and arts organizations. Through engaging the community, encouraging participation, and facilitating access to the arts, the Office strives to build a vibrant community for all of the City's residents, workers and visitors.

The Alexandria Commission for the Arts (ACA) is a 16-member volunteer body appointed by City Council as advisors on arts-related policy. The Public Art Committee, a standing committee of the ACA, works closely with the Office of the Arts on the management of the public art program. The ACA and the Office of the Arts work together to promote and cultivate the arts in the City of Alexandria. This year is the 25th anniversary of the Alexandria Commission for the Arts.

II. SUBMISSION INSTRUCTIONS

A. Projected Timetable

September 1, 2009	Request for Qualifications Announced
October 15, 2009	Deadline for Submitting Questions
October 30, 2009	Deadline for Submission
December 16, 2009	Finalists Selected
February 27, 2010	Proposals Due
March, 2010	Presentation to Selection Panel & Public Exhibit of Proposals
May, 2010	City Council Approval/Project Awarded
Summer, 2011	Artwork installed

Design development and installation of the project will begin after City Council approval. The City reserves the right to change the projected timetable.

B. Selection Criteria

Artists will be selected on the basis of the following criteria (of equal weight):

- Artistic merit of completed projects based on references, appropriateness of materials and concepts as they relate to the project goals and setting
- Ability to meet the project's intent, as articulated in Section I

In addition, consideration will be given to:

- Experience and success in creating public artworks, particularly outdoor installations, based on digital images of past work, including site-specific, sculptural, and functional works
- Experience collaborating with other design professional and citizens
- Maintenance requirements of completed project

C. Inquiries

It shall be the Offeror's responsibility to contact the Procurement Department with questions regarding this Request for Qualifications. **Questions must be received in writing no later than 4:00 P.M. October 15, 2009.** Questions will be accepted in the following written formats only. Please reference the solicitation number and title.

Email: dominic.lackey@alexandriava.gov; Fax: (703) 838-6493

Postal Mail: City of Alexandria

Procurement Department – Attention: Dominic Lackey
Suite 301 - Banker's Square
100 North Pitt Street
Alexandria, VA 22314

D. Compliance with the RFQ

Submissions must be in strict compliance with this RFQ. Failure to comply with all provisions of the RFQ may result in disqualification.

E. Submission Format

Please submit the following materials in the order listed below:
(all text must be typed in 12-point Arial or Helvetica font on single-sided pages)

1. **Application Form.** Please complete form attached hereto as Attachment 1.
2. **Letter of Interest.** The letter should explain the applicant's interest in the project. One page maximum.
3. **Statement of Design Intent.** The statement should describe the applicant's vision and general approach to the proposed project. One page maximum.
4. **Professional Résumé.** Résumé should highlight the applicant's experience with site-specific work, large scale art, sculptures, and public art commissions.
5. **Images of Applicant's Work.** 8 – 10 digital images (PC compatible-JPEG files only) on CD. JPEG's shall be no larger than 300 dpi at approximately 4" x 6". CD's must contain the applicant's name on both the CD and the case. Naming of files: all digital files must include applicant's name, please do not use quotations or spaces.
6. **Image List.** The list should correspond to the CD and include applicant's name and media, date, cost, dimensions (height x width x depth) and location (if permanently sited) of the artwork. One page maximum.

7. References. Names, titles/positions and contact information for three references who may be contacted by the Office of the Arts. One page maximum.

8. Optional. Selected printed materials, such as catalogues, articles, etc. that might assist the panel in understanding the applicant's work.

No original artwork should be submitted. Full design proposals are not accepted at this stage. All materials submitted will become the property of the City of Alexandria and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. The City of Alexandria will make every effort to protect submitted materials, however, it will not be responsible for any loss or damage.

F. How to Apply

Applicants are encouraged to register on the eProcure web site in order to receive all updates and addendums. [<http://eprocure.alexandriava.gov/bso/>] Late applications will not be considered and will be returned unopened.

Submit one (1) original, and eleven (11) numbered copies.

Sealed proposals must be mailed, hand-delivered, or submitted electronically within the City of Alexandria's e-procure system, located at <http://eprocure.alexandriava.gov/bso/>, on or before **4:00 P.M.**, Eastern Daylight Time, **October 30, 2009** to:

City of Alexandria
Procurement Department – Attention: Dominic Lackey
Suite 301 - Banker's Square
100 North Pitt Street
Alexandria, Virginia 22314

Mailed or hand delivered responses shall be marked:

RFQ # 00000066 - Public Art Commission/Police Memorial
Due Date: October 30, 2009, 4:00pm

III. SELECTION PROCESS

A. Selection Panel

The Selection Panel, appointed by the City Manager, consists of the following representatives: Alexandria Police Department, Alexandria Government Employee Association, Concerns of Police Survivors (C.O.P.S.), Alexandria Police Association, Alexandria Police Foundation, Public Art Committee/Arts Commission, Historic Alexandria Resources Commission, Professional Sculptor/Artist, Architect, Citizen-at-Large, individual with expertise in public art competitions.

B. Selection Process

The Selection Panel will evaluate applicants' qualifications according to the project selection criteria to develop a short list of three finalists. Each finalist will receive a \$2,000 honorarium to develop a concept for the project. Finalists will be expected to present their proposals to the Selection Panel in Alexandria, Virginia.

The final proposals will be exhibited for a two-to-four week public review period. The Selection Panel will review the public comments and select one proposal to recommend to the Public Art Committee and the Alexandria Commission for the Arts. The proposal will go to City Council for final approval.

The City reserves the right to reject all submissions and to cancel this Request for Qualifications. The selection of the finalists is wholly within the discretion of the City.

IV. RULES AND GUIDELINES

A. Requests for Clarification of Submission

The Office of the Arts may check references to assist in the evaluation of any submission.

B. Rejection of Submissions

The Purchasing Agent or designee reserves the right to accept or reject in whole or in part any or all proposals submitted.

C. Americans with Disabilities Act

The selected artist(s) will be required to comply with the Americans with Disabilities Act in addition to related federal, state and local codes and will be encouraged to develop artwork(s) sensitive to programmatic as well as physical accessibility issues.

D. Call to Artists and Presentation Costs

The City will not be liable in any way for any costs incurred by the artist in the initial response to the Request for Qualifications. The City will award \$2,000 to each finalist for development and presentation of their proposal to the Selection Panel.

E. Public Disclosure

All submissions are considered public and subject to review upon request after an intent to award has been made.

F. Additional Information

For additional historical information, images, site plans, links, frequently asked questions, and more, please visit the Police Memorial web pages at:
www.alexandriava.gov/arts.

ATTACHMENT 1

City of Alexandria Application Form

I. General Information

Applicant/Team Lead Name_____

Mailing Address_____

E-mail Address_____

Artist Web Site_____

Telephone Number_____ Fax Number_____

If applying as a team, list the name(s) of other members:

Please tell us how you heard about this project:

II. Check List

- Completed Application Form
- Letter of Interest
- Statement of Design Intent
- Professional Resume
- Images
- Image List
- References

III. Statement

I affirm that the Statement of Design Intent submitted in connection with this RFQ is entirely my own or that of the design team listed above. I have not copied anyone else's design and my design does not infringe on anyone else's intellectual property rights.

Signature

Date _____

Printed Name