



**Mansfield Public Art Advisory Committee - Regular Meeting
October 2, 2025 - 10:00 AM**

Shelly D. Lanners Administrative Offices
1164 Matlock Road
Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. CITIZEN COMMENTS

Citizens wishing to address the Committee on agenda items and items not on the agenda may do so at this time. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Committee as they are not able to do so. THIS WILL BE YOUR ONLY OPPORTUNITY TO SPEAK. All comments are limited to five (5) minutes. In order to be recognized during "Citizen Comments" please complete a blue card and present it to Staff prior to the start of the meeting.

3. APPROVAL OF MINUTES

25-1369 Discussion and review of minutes from 6/30/25 Mansfield Public Art Advisory Committee

Presenters: Christopher Bryant, Public Art Manager

Attachments:

1. 6/30/25 Meeting Minutes Final

4. NEW BUSINESS

25-1356 Discussion and Possible Action on Upcoming Fire Station No. 1 Public Art Installation RFP

Presenters: Christopher Bryant, Public Art Manager

Attachments:

1. Public Art RFP Draft

25-1368 Discussion and Possible Action on Pre-qualified Artist Applications

Presenters: Christopher Bryant, Public Art Manager

Attachments: None

25-1367 Selection of Public Art Advisory Committee Officers

Presenters: Christopher Bryant, Public Art Manager

Attachments:

1. PAAC Officer Roles

5. NEXT STEPS

Creation of RFP Scoring Rubric

6. ADJOURN

CERTIFICATION

All meetings of the Mansfield Public Art Advisory Committee are open to the public.

I certify that the above agenda was posted at the main entrance of the Shelly D. Lanners Administrative Offices on September 26, prior to 5:00 p.m. in accordance with City policy.

A handwritten signature in cursive script that reads "C. Bryant". The signature is written in black ink and is positioned above the printed name and title.

Christopher Bryant
Public Art Manager



Mansfield Public Art Advisory Committee - Regular Meeting Minutes
June 30, 2025 - 9:00 AM
Final

1164 Matlock Road
Mansfield, TX 76063

1. CALL MEETING TO ORDER

Christopher Bryant called the meeting to order at 9:10 AM.

Present: Jennifer Rike, David Littlefield, Jacy Kennedy, Heidi Tournoux-Hanshaw, Cassandra Lawrence, Melarie Odelusi, Craig Holland

Absent:

Staff Present: Public Art Manager, Christopher Bryant; Executive Director of Community Engagement, Theresa Cohagen; Manager of Arts and Event Services, Rosalie Gilbert

2. CITIZEN COMMENTS

Citizens wishing to address the Mansfield Public Art Advisory Committee (MPAAC) on agenda items and items not on the agenda may do so at this time. Due to regulations to the Texas Open Meetings Act, please do not expect a response from the Committee as they are not able to do so. THIS WILL BE YOUR ONLY OPPORTUNITY TO SPEAK. All comments are limited to five (5) minutes. In order to be recognized during "Citizen Comments" please complete a card located at the entrance and present it to staff prior to the start of the meeting.

There were no comments.

3. INTRODUCTIONS

The committee members introduced themselves, comprising diverse Mansfield community members involved in the arts, city management, and community service. Including arts managers, artists, event coordinators, and city officials, each sharing their backgrounds, roles, and goals related to arts, community, and urban development.

4. COMMITTEE OVERVIEW

Committee By-Laws

Public Art Manager Christopher Bryant presented the newly approved Public Art Committee bylaws, detailing its advisory role to city staff and council. Key points covered membership, terms, voting, and duties, including criteria setting, donation evaluation, and oversight of public art funded by up to 2% of city capital improvement project budgets. Emphasis was placed on attendance. President, vice-president, and secretary positions will be appointed, with the elected president leading future meetings. A four-member quorum is required. No questions were asked.

Roles & Responsibilities

The Mansfield Public Art Advisory Committee selects and advocates for public art to enrich community spaces, inspire pride, and foster dialogue. They share information via various platforms, engage with officials, attend meetings, support projects, and assist staff with project criteria, donations, and deaccessioning. The committee oversees grant-funded projects, events, and fund allocation, guiding the city's public art program and ensuring community alignment.

Overview of Mansfield Public Art Program

Public art in this committee focuses on intent. Its purpose is to connect the audience with the art, such as sculptures, murals, or photographs. It can be permanent or temporary, but it aims for community accessibility. Theresa Cohagen, Executive Director of Community Engagement, discussed the history and process leading to our current position; reviewing this information is recommended to understand the committee's next steps.

5. NEW BUSINESS

- 25-900 Review of Submissions for RFP #2025-47-01-02: Design & Installation of Public Artwork
Presenters: Christopher Bryant, Public Art Manager
Attachments:
1. MPAAC RFP Scorecard

The committee received four complete RFP submissions for a new permanent art installation at the Animal Control Service Center. Two applications were disqualified. Submissions were reviewed for completeness, feasibility, and policy compliance, with departmental input on technical standards and water elements. Aesthetic and artistic considerations are now key, with the project timeline and budget influenced by an NEA grant. The committee will review scorecards by July 3, 2025.

**A motion was made by Board Member Lawrence to approve the item.
Seconded by Board Member Rike. The motion PASSED by the following vote:**

Aye: 7 Jennifer Rike, David Littlefield, Jacy Kennedy, Heidi Tournoux-Hanshaw,
Cassandra Lawrence, Melarie Odelusi, Craig Holland
Nay: 0 None
Abstain: 0 None

6. NEXT STEPS

Creation of Public Art Selection Criteria & Policies

Modifications can be discussed with the chosen artist, though budget or the artist's discretion may limit changes. The city's process involves selecting an artist and then negotiating; if no agreement is reached, the next candidate is considered. Notes from a previous interdepartmental meeting and a summary of technical feedback for the next application process were suggested. Clear scoring criteria are essential for consistent and accurate evaluations.

Selection of MPAAC Officers

Christopher Bryant requested that all individuals submit their nominations for board positions

to him via email.

7. ADJOURN

A motion was made by Board Member Littlefield to adjourn the meeting at 11:25 a.m. Seconded by Board Member Holland. The motion PASSED by the following vote:

Aye: 7	Jennifer Rike, David Littlefield, Jacy Kennedy, Heidi Tournoux-Hanshaw, Cassandra Lawrence, Melarie Odelusi, Craig Holland
Nay: 0	None
Abstain: 0	None

ATTEST:

Christopher Bryant, Public Art Manager



**City of Mansfield
Staff Report**

Item ID: 25-1356

Agenda Date: October 2, 2025

Title

Discussion and Possible Action on Upcoming Fire Station No. 1 Public Art Installation RFP

Description/History

Public Art Manager has drafted the new Request For Proposals for a public art installation at the soon-to-be completed Mansfield Fire Station. Public Art Advisory Committee will review the draft and make any recommendations and considerations to ready the document for accepting proposals.

Strategic Initiative

Focus on the Future

Recommendation

Staff recommends approval of final elements for RFP document.

Funding Source

Public Art Fund

Prepared By

Christopher Bryant, Public Art Manager - (817) 728-3380



REQUEST FOR PROPOSALS

RFP#

DESIGN & INSTALLATION OF A PUBLIC ARTWORK
FOR
THE CITY OF MANSFIELD, TEXAS

RFP SCHEDULE SUMMARY

Description	Date
Newspaper Legal Advertising for RFP	January 6, 2026
Second Newspaper Legal Advertising for RFP	January 13, 2026
Last Day for Inquiries and Clarifications	January 20, 2026
Due Date of Proposals / Opening of Proposals	January 27, 2026 - 2 pm
Public Art Committee reviews proposals	February 3-6, 2026
Begin contract negotiations with top-ranked artist(s)	February, 2026
City Council approves final contract	March, 2026

This schedule is preliminary and may be modified at the discretion of the City.

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REQUEST FOR PROPOSALS

The City of Mansfield, Texas, is seeking proposals from a qualified artist to create an original, large-scale artwork to be installed for outdoor display at the new Mansfield Fire Station. This will be the second artwork created under the new city-sanctioned Public Art Program.

The City of Mansfield is soliciting proposals for the herein described services for the purpose defined in this document. By responding to this request, the offeror agrees to perform in accordance with the terms and conditions set forth in this document.

The City reserves the right to waive any informality in submissions received, deemed to be in the best interest of the City. No officer or employee of the City of Mansfield shall have a financial interest, direct or indirect, in any contract with the City of Mansfield.

PROJECT INFORMATION

Mansfield, TX is strategically located in the south-central portion of the Dallas-Fort Worth Metroplex. Like many cities in Texas, Mansfield is a small town that has exploded in growth over the last two decades while still holding on to its hometown roots. In its more than 125 years, Mansfield has developed from a rural, farming community to a diverse, bustling suburban city of more than 80,000 people. With 25% of its land still undeveloped, Mansfield expects significant growth over the next decade. But, as Mansfield nears capacity, the decisions made over the next 10 years will determine whether the city remains successful.

The City seeks a professional artist to create an original, large scale public artwork under the new Public Art Program. This program was created in line with the recommendations from the approved Cultural Arts Master Plan. Mansfield formally began the public art program in 2025 with the hiring of a public art program manager, who is a part of the cultural arts staff.

The artwork will be prominently featured as a permanent installation at a newly constructed City facility, the Mansfield Fire Station No. 1. The new facility will replace the current fire station, which is located in historic downtown Mansfield. It will be the first two-story fire station constructed in Mansfield, and will serve as the headquarters for the City's Fire Department. The artwork must symbolize the history of the Mansfield Fire Department, **incorporating the "3 Buckets Story" from Mansfield's historical records (see Exhibit A)**. Expected construction completion for the facility is March 2026. **The artist must complete and install the project by November 5, 2026.**

ADVERTISEMENT

REQUEST FOR PROPOSALS BID # [REDACTED]

DESIGN & INSTALLATION OF A PUBLIC ARTWORK FOR THE CITY OF MANSFIELD, TEXAS

The City of Mansfield, Texas, intends to select an artist to create and install an original, large-scale outdoor artwork at the new Mansfield Fire Station No. 1 by **November 5, 2026**.

RFP documents should be downloaded from **Civcastusa.com, Codaworx.com, or ArtDeadline.com**. It is the downloader's responsibility to determine that a complete set of documents are received. RFP documents will also be posted on the City of Mansfield website under "bid postings": <https://www.mansfieldtexas.gov/Bids.aspx> or a paper copy of the RFP documents may be picked up at the City Secretary's Office at 1200 E. Broad Street, Mansfield, Texas, 76063.

Questions about this RFP should be submitted through [civcastusa.com](https://www.civcastusa.com/).
<https://www.civcastusa.com/>

Search Bid ID#: [REDACTED] or Design & Installation of a Public Artwork

All questions must be submitted via CivCastUSA no later than January 20, 2026 at 11:59pm. An addendum addressing all questions will be issued following the deadline. This web site will be updated with addenda or other information relevant to bidding the project.

It is the respondent's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the RFP documents prior to submitting their proposal. Any revisions or clarifications to be incorporated into this document will be confirmed in writing prior to the due date. No verbal responses will otherwise alter the specifications, terms and conditions as stated.

Sealed proposals (seven hard copies and one electronic copy) will be received by the City of Mansfield, Texas on or before **2pm on January 27, 2026** in the City Secretary's Office, 1200 E Broad Street, Mansfield Texas 76063. Clearly marked **"Statement of Proposal –Design & Installation of a Public Artwork"**. Statements of Proposal will be publicly opened and the names of the firm submitting will be read aloud on **January 27, 2026 at 2pm**.

The City reserves the right to reject any and all proposals or accept any combination of proposals deemed advantageous to it.

Questions about this RFP should be directed to Christopher Bryant, Public Art Manager at christopher.bryant@mansfieldtexas.gov.

Published in the **Fort Worth Star Telegram, CIVCASTUSA.com, CodaWorx.com, and ArtDeadline.com**

First Publication: January 6, 2026
Last Publication: January 13, 2026

SCOPE OF PROJECT

Project Intent

The artwork shall be a unique design created by the artist, and may not be a duplication of an existing art work. The artwork must be a large-scale, 3-dimensional piece designed to be prominently featured as a permanent installation at a newly constructed City facility, the Mansfield Fire Station No. 1. The new facility will be located at 203 S. Walnut Drive in Mansfield, and is scheduled to be completed in March of 2026. **The artist must complete and install the project by November 5, 2026.**

The artist will be expected to coordinate/collaborate throughout the design, fabrication, and installation process with the City's public art team; the team includes members from the Community Engagement Department, Interdepartmental Public Art Committee, Public Art Advisory Committee, Planning Department, Mansfield Fire Department and the Public Works Department.

The artist should create a piece that meets all requirements of the city's public art policies and ordinance, and follows any required permitting, zoning, environmental, historic, or other city policies. The art work created must fit within the vision for the Mansfield public art program at large; to create high-quality works of art that foster remarkable experiences and bring the community together.

Budget

The City has allocated **\$80,000 (all-inclusive)** to cover all costs associated with the project and commensurate with the intended scale. Costs related to the project may include, but are not limited to: artist's design fee, research, professional consultations, formal reports from licensed structural and electrical engineers where appropriate, a long-term care and maintenance report from a licensed professional conservator, travel, materials, fabrications, foundation, transportation, installation, documentation and photography of the artwork, insurance, signage and educational materials.

Eligibility

- The City of Mansfield has opened this project to all professional artists, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. Artist teams, including teams of artists from multiple disciplines, are eligible to apply. Artist teams must designate one artist as the main point of contact.
- As stated per the adopted Public Art policy, an Artist is defined as "an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or literary arts, as judged by the quality of that professional practitioner's body of work, educational background, experience, public performances, past public commissions, sale of works, exhibition record, publications, and production of artwork. The members of the architectural, engineering, design, or landscaping firms retained for the design and construction of a development project covered by this Policy shall not be considered artists for this Policy."

- Applicants should have experience in public art and large-scale installations. Artists must also demonstrate a proven track record of successfully completing projects of similar scope.
- The application, including all examples of work and supporting documents, is considered the artist's official "submission." If any information submitted by the artist or artist's representative, including all supporting documents, is found fraudulent, the submission will be disqualified.

Design

- The artwork must symbolize the history of the Mansfield Fire Department, incorporating the "3 Buckets Story" from Mansfield's historical records (**see Exhibit A**).
- The artwork should foster community engagement and interaction as a part of the overall design. We are seeking a design that will make people want to "stop, take photos, and share."
- The incorporation of an interactive element for guests is strongly encouraged. (i.e. photo ops)
- Consider ADA regulations and overall inclusivity when creating interactive elements and in the final design of the artwork
- This artwork should be low maintenance and designed to last at least 50 years.
- This artwork **may include electrical or water elements**.
- This artwork should complement the design of the Mansfield Fire Station No. 1 and the surrounding landscape, including placement of trees and walkways (**see Fig. A**) and architectural materials to be used (**see Fig. B**). For example, the colors in the renderings are meant to represent the City of Mansfield Fire Department.
- The preferred location is a **_____ ' x _____** area along a walking path and next to the road. This location has been approved by the project architect and the Mansfield Fire Department Fire Chief.
- The artist is responsible for coordinating with the architect and construction manager to determine the design and schematics for the foundation.
- This will be an outdoor artwork installed in a high-traffic area, so extensive knowledge of the best materials and fabrication to withstand varying environmental elements and public interaction by residents is required. (**see Fig. A & Fig. B**)
- The proposed location of this art piece is between two driveways--one of which is an egress for emergency vehicles coming out of the station--so the artist must consider driveway and driver Sight Visibility Triangle (SVT) per the City of Mansfield roadway policy (**see Exhibit B**).

Installation and Maintenance Plan

- Oversee installation of art work at selected City site
- Consult with planning, engineering, and applicable City departments to ensure structural integrity
- Accurate cost analysis for installation of art work, including foundation, equipment, etc.
- Provide maintenance plan for upkeep of work after installation of art work is complete.
- To produce the Maintenance Plan, the Artist should examine and render an opinion on the following:
 - Durability;
 - Type and integrity of materials;

- Construction/fabrication technique;
 - Internal supports, anchoring and joining, and footings;
 - Lighting and/or Water infrastructure;
 - Landscaping;
 - Vulnerable and delicate elements;
 - Drainage of Artwork;
 - Potentially dangerous elements;
 - Security;
 - Location;
 - Environment;
 - Whether the design encourages/discourages interaction; and
 - Effects of skateboarding, graffiti, and any other potentially damaging activities.
- The Maintenance Plan will include:
 - A record of the Artist's intentions for the artwork;
 - Recommendations to mitigate potential problems discovered during the examination;
 - Notes about how the Artist would anticipate the Artwork to age;
 - An itemization of long-range considerations and care, highlighting maintenance and the anticipated needs for periodic conservation treatment or repairs; and
 - Identification of the lifespan of the Artwork and a -prognosis of its durability in consideration of that lifespan.
 - If there will be a water feature, proposed months of operation must be considered - taking into account freezing temperatures over the winter (including who is responsible for the maintenance and repair of any mechanical or plumbing equipment).

EXHIBIT A

MANSFIELD “3 BUCKETS” FIRE STORY



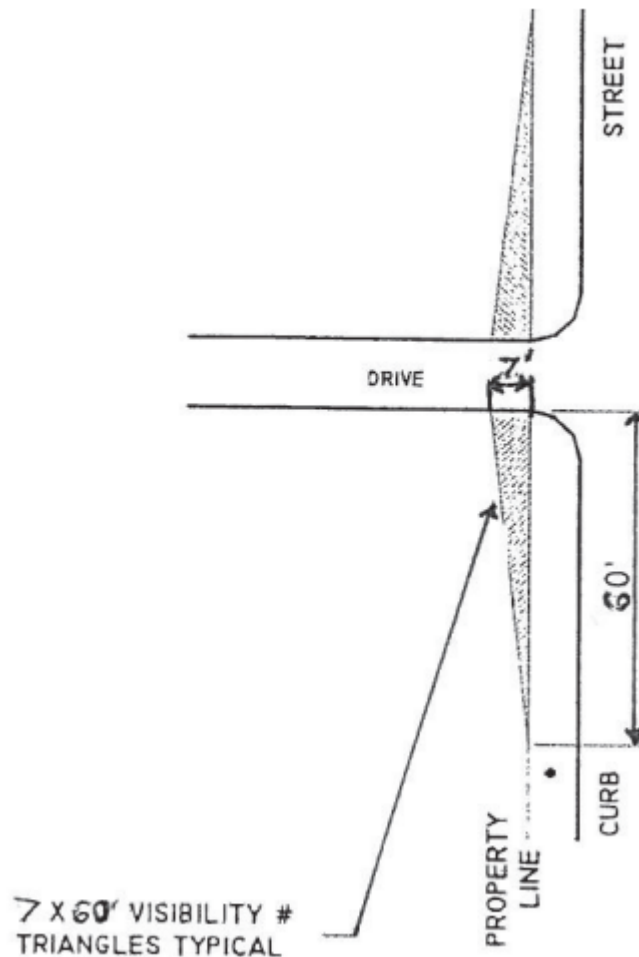
The photo shows the west side of Water Street (now Main Street) after a massive fire destroyed all of the businesses from the middle of the block to the north corner. The date of the fire was July 4, 1898 or 1901. All of the businesses were destroyed, except for the office of Dr. Stephens, which is not shown. The three buckets used to put out the fire are shown sitting in the middle of the street.

EXHIBIT B

MANSFIELD SIGHT VISIBILITY TRIANGLE (SVT) POLICY

From the Sec. 3(h) of the [Roadway Design Manual](#) (pg 6):

To provide for adequate driver visibility the minimum standard dimensions for a visibility triangle at a street intersection or driveway is 7 feet x 60 feet. The visibility triangle is measured 60 feet along the ultimate width right-of-way line and 7 feet along the driveway throat or street right-of-way line. No fence, screening wall, free standing wall, trees, bushes, signs or other visual barriers over 2 feet in height shall be located or placed within the visibility triangle or easement. In zoning districts where street trees are required, the placement of the trees must not impair driver visibility and must be trimmed to a minimum height of 14 feet above the top of the curb.



chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.mansfieldtexas.gov/DocumentCenter/View/9393/Roadway-Design-Manual?bidId=

PROPOSED INSTALLATION LOCATION



FIG. B
NEW FIRE STATION RENDERINGS



SUBMISSION INSTRUCTIONS

A. **Submission due date and location: 2pm on January 27, 2026**

City of Mansfield
City Secretary's Office
1200 E Broad Street
Mansfield, TX 76063

- B. Bids shall be submitted in an opaque envelope/package marked in the lower left corner with the project title and RFP number as found on the cover/signature sheet, name and address of the Bidder, and the words "DO NOT OPEN Bid Document Enclosed".
- C. Any submission not prepared and received in accordance with provisions stated herein, will be considered a non-responsive submission, and any or all of the submissions may be rejected.
- D. Submit one (1) original and seven (7) copies of your Proposal along with all required forms as listed in this request. An electronic copy must also be submitted in flash drive format.
- E. Formatting for your Request for Proposals shall include the following information in the sequence and format prescribed. Each response shall be submitted as outlined in this section.
- F. Any submission made should be visually appealing as it will be presented to City Council, as well as the public.

Section 1: Artist Information

- A. Submittal Cover/Signature Sheet (Form #1) – respondents must complete and sign this form. The Submittal Cover/Signature Sheet must be signed by the person, or persons, authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority.
- B. Submittal Checklist (Form #2) – Respondent shall complete this form which is to be used as the Table of Contents for submittal
- C. General Questionnaire (Form #3)
- D. Felony Conviction Notification (Form #4) must be completed to include any of the principals of any of the companies involved in this submission.
- E. Completed Conflict of Interest Questionnaire (Form #5)
- F. City Verifications and Certifications Required by Law (Form #6)

Section 2: General Artist History/Qualifications: (limit to 15 pages maximum)

- A. Artist is to submit a Letter of Interest. The letter should be no more than one page in length and should explain the artist's interest in the project.
- B. Provide 5 to 10 high resolution pictures with descriptions of artist's original completed commissions or artworks which demonstrate ability to create large-scale exterior installations. Artists applying as a team who do not have artworks already created as a team may submit three (3) pictures of each artist's work. Descriptions of each picture should include:
 - a. Artist's name (if more than one artist is involved in the proposal)
 - b. title of the piece
 - c. date
 - d. medium

- e. size
- f. location
- g. commission budget, if applicable
- h. Any additional description or details relevant to this RFP
- C. A brief history/biography of the artist or artists applying for the project.
- D. An organizational chart that explains team member responsibilities (if applicable)
- E. The resume of the Artist or a resume for each member of the Artist Team. Resumes should demonstrate at least 5 years of professional visual art experience (not student work)
- F. Provide any certifications that may be applicable to the project

Section 3: Project Budget & Financial Management: (limit to 8 pages maximum)

- A. Provide an itemized budget for the project, based on allocated funds.
- B. List any actions taken by any regulatory agency against or involving the artist agents or employees with respect to any work performed.
- C. All insurance coverages that the artist has which would be applicable to the work (see **page 13** for city insurance requirements).
- D. Jurisdictions and trade categories in which your organization is legally qualified to do business (*please indicate registration or license numbers*)

Section 4: Experience and References: (limit to 5 pages maximum)

- A. Discussion of artist's experience in working with commissioned projects for government agencies.
- B. List comparable (ongoing or completed) projects performed for government agencies or cultural arts organizations, including references (complete email, address and phone number required for each reference). Please lead with all projects completed for communities similar to Mansfield. Please include the dates of these projects and timelines for completion.

Section 5: Design Proposal (limit to 10 pages maximum)

- A. Include renderings of your proposed final design for the project. Include accurate dimensions (height, length, depth, weight), materials list, and foundation plans.
- B. Describe the durability and maintenance requirements for the proposed design.
- C. Describe the project timeline, from design to fabrication to final installation at the project location.
- D. Describe your approach to delivering the services.
- E. Identify the personnel who will work on the project and their roles. List specific names, if available.
- F. Identify any subcontractors that you propose to use on this project, if you already have some that you have worked with in the past or have researched for this specific project.
- G. Describe how the successful consultant will handle quality control/quality assurance to monitor and resolve issues, and check and cross-reference documents, consultant and contractor's work.

SELECTION PROCESS & EVALUATION CRITERIA

The procurement of these art design and installation services will be in accordance with applicable federal, state, and local laws, regulations, and procedures. The City of Mansfield reserves the right to reject any and all proposals. The final selection, if any, will be that artist which, in the opinion of the city, best meets the requirements set forth in this RFP and is determined to provide the best overall value to the city.

After submission of proposal closing date, each properly submitted proposal will be reviewed, evaluated, and ranked by the City, based on the following evaluation criteria (100 points total):

- **Proposal of Artist(s) (30 points)**
 - Does the artist(s) who would be assigned to this project have substantial qualifications (awards, education, experience, etc) specifically related to the project?
 - Does the offeror produce high-quality deliverables?
 - Does the submittal strongly demonstrate the artist's ability to handle a project like the one outlined in this RFP?
 - Does the artist create a unique and original concept that fits the project's location and theme, as outlined in the project scope?
- **Experience on Similar Projects (20 points)**
 - Does the submittal indicate extensive related project experience, including projects of the artist(s) who would be assigned to this project?
 - Does the submission discuss the artist's experience in working with government agencies?
 - Does the offeror's list of comparable projects demonstrate significant experience with similar cities and planning projects, and favorable outcomes for those projects?
- **Demonstrated ability to establish budgets, control costs, and meet schedules (20 points)**
 - Have past projects stayed on schedule?
 - Have past projects typically come in on or under budget?
- **Responsiveness to the RFP (20 points)**
 - Does the submittal demonstrate a clear understanding of the project's scope and requirements?
 - Did the submittal address all areas of the RFP as laid out in the submission instructions and scope of work?
- **References (10 points)**
 - Have past clients expressed a willingness to work with the offeror again?
 - Have past clients expressed that the offeror met and/or exceeded their expectations?

Artists may be required to provide additional materials, responses to additional follow-up questions, attend an interview, or provide examples of the professional quality of the Artist's previous work for similar projects. If required, additional material or interviews will be requested in writing.

At the conclusion of the evaluation process, the city may enter into negotiations with the selected artist and execute a contract upon completion of negotiation of contract terms for final approval.

Final approval of a selected respondent is subject to the action of the Mansfield City Council.

INSURANCE REQUIREMENTS

SECTION A. Prior to the approval of this contract by the City, the successful bidder shall furnish a completed Insurance Certificate to the City, which shall be completed by an agent authorized to bind the named underwriter(s) to the coverages, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. THE CITY SHALL HAVE NO DUTY TO PAY OR PERFORM UNDER THIS CONTRACT UNTIL SUCH CERTIFICATE SHALL HAVE BEEN DELIVERED TO THE CITY.

INSURANCE COVERAGE REQUIRED

SECTION B. The City reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverages and their limits when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, or the claims history of the industry as well as the contractor.

SECTION C. Subject to the contractor's right to maintain reasonable deductibles in such amounts as are approved by the City, the contractor shall obtain and maintain in full force and effect for the duration of this contract, and any extension hereof, at the contractor's sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to the City, in the following type(s) and amount(s):

<u>TYPE</u>	<u>AMOUNT</u>
1. Worker's Compensation & Employers Liability	Statutory
2. Commercial General (public) Liability insurance, including coverage for the following:	\$100,000/500,000/100,000
a. Premises operations	Combined single limit for bodily injury and property damage of \$1,000,000 per occurrence or its equivalent.
b. Independent Contractors	
c. Products/completed operations	
d. Personal injury	
e. Advertising injury	
f. Contractual liability	
g. Medical payments	
h. Underground hazard (Delete if not working below grade)	
i. Explosion and collapse hazard	
3. Comprehensive automobile Liability insurance, including coverage for loading and unloading hazards, for:	Combined single limit for bodily injury and property damage of \$1,000,000 per occurrence or its equivalent.
a. Owned/leased vehicles	
b. Non-owned vehicles	
c. Hired vehicles	

**CITY OF MANSFIELD
FORM 1: SUBMITTAL COVER / SIGNATURE SHEET**

ISSUE DATE: January 6, 2025

DATE OF CLOSING: January 27, 2025

TIME OF CLOSING: 2PM Late submittals will not accepted

SUBMIT TO:

City of Mansfield
City Secretary's Office
1200 E Broad Street
Mansfield, TX 76063

Request for Proposal Title:

Design & Installation of a Public Artwork for the City of Mansfield, Texas

RFP#

Community Engagement Department

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.

Legal Name of Artist:	
Address:	
City:	
State: Zip Code:	
Contact Person:	
Office Phone:	Alternate Phone:
E-Mail:	Fax Number:
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding the artist, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process. The undersigned certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal, shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.	

Signature of Authorized Individual: _____

Printed Name of Authorized Individual: _____

Printed Date: _____

Title of Authorized Individual: _____

FORM 2: SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide an adequate explanation may eliminate the submission from consideration.

Materials shall be included in the submittal in the order outlined on the checklist. Identify the corresponding page numbers in the space provided.

Page No.	Form No.	Form Title
	Form 1	Submittal Cover/Signature Sheet
	Form 2	Submittal Checklist (Table of Contents)
	Form 3	General Questionnaire
	Form 4	Felony Conviction Notification
	Form 5	Conflict of Interest Form
	Form 6	City's Verifications and Certifications Required by Law
		Section 2 – General Artist History/Qualifications
		Section 3 – Project Budget & Financial Management
		Section 4 – Experience and References
		Section 5 – Design Proposal

FORM 3: GENERAL QUESTIONNAIRE

1. **Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team with each signing the contract, if awarded. Subcontractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in Item 1 for each Co-Respondent by attaching additional pages to this form.)

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded)

Principal Address: _____

City: _____

State: _____ Zip Code: _____

Telephone #: _____ Fax No: _____

E-mail address: _____

Number of years respondent has been involved in public art commissions: _____

List here any other names under which Respondent has operated within the last 10 years (*add space as needed*):

2. **Business Structure:** Indicate the business structure of the Respondent

- Individual
- Sole Proprietorship. If selected, list Assumed Name, if any:

- Partnership
- Corporation If selected, indicate one: _____ For-Profit _____ Nonprofit
Also, indicate one: _____ Domestic _____ Foreign _____ Other
If checked list business structure: _____

3. **Ownership:** Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

_____ Yes _____ No

Is the Respondent authorized and/or licensed to do business in Texas?

_____ Yes _____ No If "Yes", list authorizations/licenses: _____

Where is the Respondent's headquarters/office located? _____

Does the Respondent have an office located in the DFW Metroplex?

_____ Yes _____ No If "Yes", respond to **a.** and **b.** below:

a. How long has the Respondent conducted business from its local office? _____ Years _____ Months

b. State the number of full-time employees located at the local office (if applicable): _____

4. Respondent's Availability: When can Respondent start work?

Are there any concurrent commitments that would impede progress on this project, i.e., other jobs?

_____ Yes _____ No If yes, describe: _____

5. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

_____ Yes _____ No

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension:

6. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

_____ Yes _____ No

If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture:

7. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for

protection from creditors under state or federal proceedings?

_____ Yes _____ No

If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets:

8. LITIGATION DISCLOSURE: Failure to disclose, fully and truthfully, the information required by this Litigation Disclosure may result in the disqualification of your bid/proposal from consideration or termination of the contract, once awarded.

A. Have you or any member of your Team to be assigned to this project ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

_____ Yes _____ No

B. Have you or any member of your Team been terminated (for cause or otherwise) from any work being performed for the City of Mansfield or any other Federal, State or Local Government, or Private Entity?

_____ Yes _____ No

C. Have you or any member of your Team been involved in any claim or litigation with the City of Mansfield or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

_____ Yes _____ No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page and submitted with your bid/proposal as an Attachment:

9. Would you like your qualifications to be considered for inclusion on our pre-approved artists list for projects under \$50,000? This list ensures the City of Mansfield has quick access to qualified artists for projects not required to go through a formal open call process. It allows the Public Art Committee and city staff to quickly select artists with the most appropriate mediums, styles, and experience for smaller projects. Being added to this list does not guarantee an artist will be selected for a contract; it is for information purposes only.

- Yes, I would like to be added to the Prequalified Artists list if my qualifications are appropriate
- No, I would not like to be added to the Prequalified Artists List

FORM 4: FELONY CONVICTION NOTIFICATION

Note: The Statement of Affirmation must be notarized

STATEMENT OF AFFIRMATION

"The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity making the proposal, and the information provided below concerning felony convictions has been personally and thoroughly reviewed, and verified, and is, therefore, current, true and accurate to the best of my knowledge."

PLEASE CHECK a, b, or c

- ☐ a. Organization is a publicly held corporation; therefore, this reporting requirement is not applicable
- ☐ b. Organization is not owned or operated by anyone who has been convicted of a felony
- ☐ c. Organization is owned or operated by the following individual(s) who has/have been convicted of a felony *(fill in next 2 blanks below)*

Name of Felon(s): _____

Details of Conviction(s): _____

SIGN BELOW

Offeror's Name: _____

Position/Title: _____

Offeror's Signature: _____

Date: _____

Subscribed and sworn to me on this _____ day of, _____, 2025

Notary Public:

My Commission expires on _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?

☐ Yes ☐ No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4

Signature of vendor doing business with the governmental entity

Date

Adopted 8/7/2015

FORM #6 - City's Verifications and Certifications Required by Law

HOUSE BILL 89 – SECTION 2271 VERIFICATION

Pursuant to Section 2271.001, Texas Government Code, as amended:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli- controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2271, as amended:

Does not boycott Israel currently; and Will not boycott Israel during the term of the contract with the City of Mansfield.

SENATE BILL 252 – CHAPTER 2252 CERTIFICATION

Effective September 1, 2017, contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization is prohibited. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051 or 2252.153. The comptroller shall prepare and maintain, and make available to each governmental entity, a list of companies known to have contracts with or provide supplies and services to a foreign terrorist organization.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, as amended, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153, as amended. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the City of Mansfield.

SENATE BILL 13 – CHAPTER 2274 VERIFICATION

Pursuant to Section 2274.001, Texas Government Code, as amended:

1.“Boycott Energy Companies” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

a.engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or

b.does business with a company described by Paragraph (a) above; and

2.“Company” means a for-profit sole proprietorship, organization, association, corporation,partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2274, as amended:

Does not boycott energy companies currently; and Will not boycott energy companies during the term of the contract with the City of Mansfield.

SENATE BILL 19 – CHAPTER 2274 VERIFICATION

Pursuant to Section 2274.001, Texas Government Code, as amended:

1.“Discriminate against a firearm entity or firearm trade association”

a.means, with respect to the entity or association, to:

i.refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association;

ii.refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association;or

iii.terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and

b.does not include:

i.the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories;

ii.a company ’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy,or regulations or a directive by a regulatory agency or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity ’s or association ’s status as a firearm entity or firearm trade association;and

2.“Company” means a for-profit sole proprietorship, organization, association, corporation,partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above,

under the provisions of Subtitle F, Title 10, Government Code 2274, as amended:

Does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade associations currently; and Will not discriminate against a firearm entity or firearm trade association during the term of the contract with the City of Mansfield.

SENATE BILL 2116 – CHAPTER 2274 VERIFICATION

Pursuant to Section 2274.0101, Texas Government Code, as amended:

1. “Critical Infrastructure” means a communication infrastructure system, cybersecurity system, electrical grid, hazardous waste treatment system, or water treatment facility.
2. “Cybersecurity” means the measures taken to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access.
3. “Designated Country” means a country designated by the Governor as a threat to the critical infrastructure under Section 113.003.

I, _____, the undersigned representative of _____ being an adult over the age of eighteen (18) years of age, do hereby verify that the company named above, under the provisions of Subtitle F, Title 10, Government Code 2274, as amended:

1. Will not be granted direct or remote access to, or control of, critical infrastructure in this State, excluding access specifically allowed by the governmental entity for product warranty and support purposes; and
2. Is not owned by or the majority of stocks or other ownership interest of the company is held or controlled by: (i) individuals who are citizens of China, Iran, North Korea, Russia or a designated country; or (ii) a company or other entity, including a government entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia or a designated country; or headquartered in China, Iran, North Korea, Russia or a designated country. Regardless of whether the company’s or its parent company’s securities are publicly traded; or the company or its parent company is listed on the New York Stock Exchange as: a Chinese, Iranian, North Korean or Russian company; or a company of a designated country “Cybersecurity” means the measures taken to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access.

Sign for all verifications and certification:

Signature of Company Representative

Date

Position/Title

Mansfield Public Art Advisory Committee (MPAAC) Overview

Mission

Members of the Mansfield Public Art Advisory Committee (MPAAC) are committed to curating a selection of high-quality Public Art for the Mansfield Public Art Collection. Members are committed to the overall enhancement of the cultural and aesthetic quality of public spaces through the integration of public art throughout our community. The committee also seeks to inspire community pride, foster artistic dialogue, and enrich the daily lives of all residents and visitors through the public art program.

MPAAC Member Roles and Responsibilities**

Advocate

- Spread the word about the Mansfield Public Art Program goals and objectives
- Share information and events related to Mansfield public art on social media
- Connect community to the Public Art Program (website, social media, Public Art staff)
- Advocate to elected representatives about the value of the arts in our community

Attend

- All MPAAC Board meetings throughout the year
- Other designated subcommittee meetings (if applicable)
- Events and activities associated with Public Art and the arts in Mansfield
- Public Art unveilings and local art exhibitions

Support

- Support staff in establishing criteria and eligibility standards for applicants of projects
- Support staff in establishing criteria for awarding projects
- Support staff in evaluating proposed donations or commissions of Public Art
- Support staff in evaluating the removal of Artwork from the public display
- Act principally in an advisory capacity to staff in any matter pertaining to Public Art

Fiscal Responsibility

- Provide oversight for grant and bond associated public art projects to ensure funds are utilized responsibly and efficiently
- Provide oversight of Mansfield Public Arts events, installations, activities, and other associated events to ensure successful implementation, community partnerships, and financial goals

****It is understood that personal circumstances may occasionally prevent committee members from fulfilling all roles and responsibilities completely. When this happens, please speak with Public Art staff so they are aware of the situation and can work to find a viable solution****