



## REQUEST FOR PROPOSALS

**RFP# 2025-47-01-02**

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

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### RFP SCHEDULE SUMMARY

Description	Date
Newspaper Legal Advertising for RFP	May 16, 2025
Second Newspaper Legal Advertising for RFP	May 23, 2025
Last Day for Inquiries and Clarifications	May 30, 2025
Due Date of Proposals / Opening of Proposals	June 6, 2025 - 2pm
Public Art Committee reviews proposals	June 7-June 30, 2025
Begin contract negotiations with top-ranked artists	June-July, 2025
City Council approves final contract	July-August, 2025

**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 Animal Shelter and Service Center. This will be the first 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.

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## 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 the City's first 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 Animal Shelter and Service Center. The new facility will replace the current shelter. It will feature cutting-edge amenities, including 130 living areas for dogs, 135 cat kennels, medical facilities with extra recovery kennels, and designated spaces for community outreach and education. There will also be a dedicated "get-to-know-you area", including a play yard, to help adopters meet their potential pets. Expected construction completion is spring 2026. **The artist must complete and install the project by April 30, 2026.**

# ADVERTISEMENT

## REQUEST FOR PROPOSALS BID #2025-47-01-02

### 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 Animal Shelter and Service Center by April 30, 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#: 2025-47-01-02 or Design & Installation of a Public Artwork

**All questions must be submitted via CivCastUSA no later than May 30, 2025 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 June 6, 2025** 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 **June 6, 2025 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](mailto:christopher.bryant@mansfieldtexas.gov).

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

**First Publication: May 16, 2025**  
**Last Publication: May 23, 2025**

# 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 Animal Care & Control Center. The new facility will be located at 620 S. Wisteria in Mansfield, and is scheduled to be completed in the spring of 2026. **The artist must complete and install the project by April 30, 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, Animal Care & Control 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.

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## 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.

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## 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.

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## Design

- The artwork should foster community engagement and interaction as a part of the overall design.
- The incorporation of an interactive element for pets and/or people is strongly encouraged.
- 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 should not include any electrical or water elements.
- This artwork should complement the design of the Mansfield Animal Shelter and Service Center and the surrounding landscape, including placement of trees and walkways (see Fig. A & B) and architectural materials to be used (see Fig. B). For example, the orange-type color in the renderings is meant to represent a corten metal.
- There are two possible locations for this artwork (see Fig. A & B). The preferred location is a 25'x25 area along a walking path and next to the road. The secondary location is a 26'x12' area along the same walking path, closer to the Animal Shelter and Service Center.
- If a design is finalized by the end of the summer, the construction manager will be able to pour a pad to accommodate an artwork of any weight.
- 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)

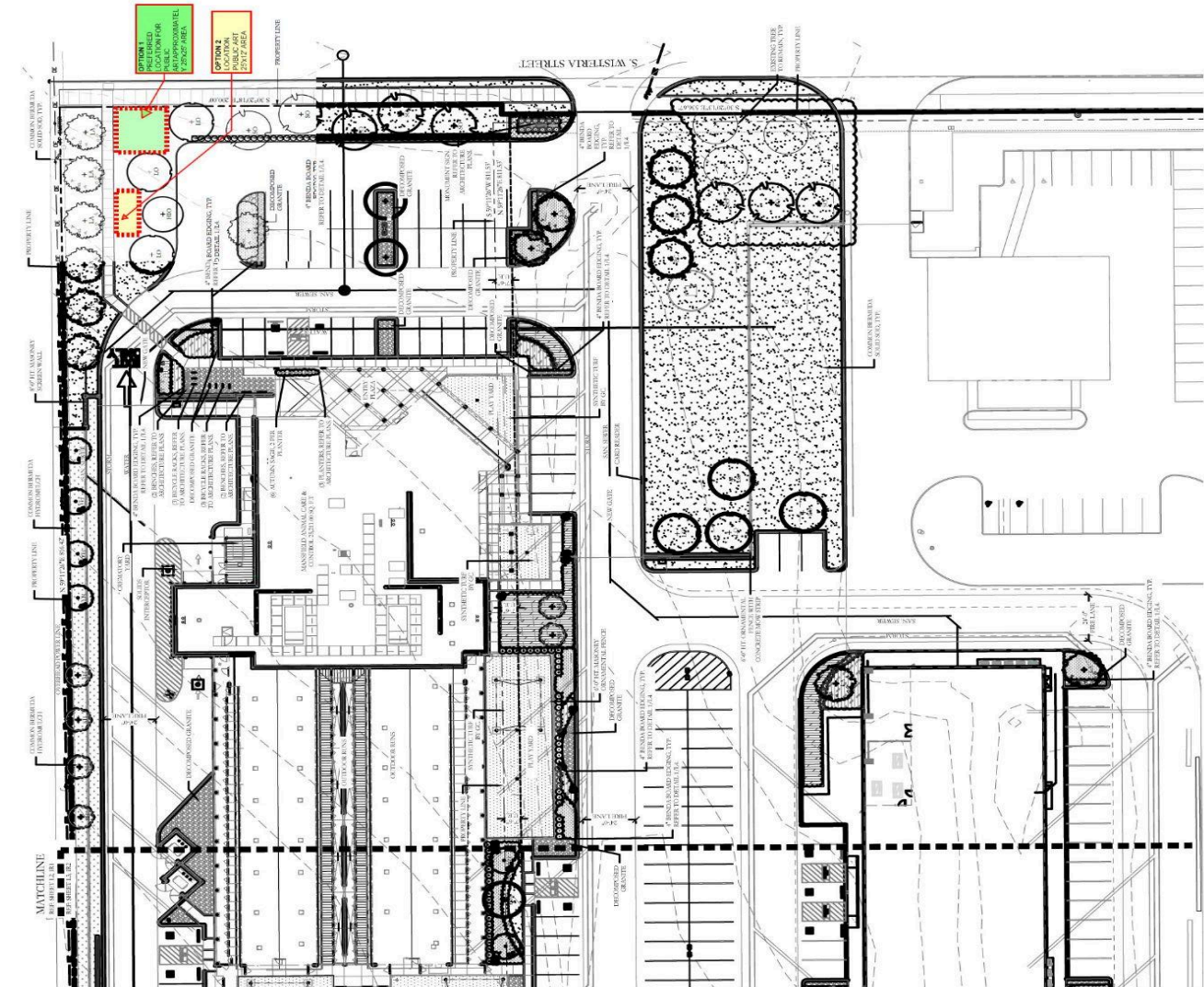
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## Installation and Maintenance Plan

- 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;
  - 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.

PLANT LEGEND					
SYMBOL	KEY	COMMON NAME	SCIENTIFIC NAME	SIZE	SPACING
	10	LOTUS	LOTUS TERRESTRIS	P 10/100	0.50/0.50
	20	LOTUS	LOTUS TERRESTRIS	P 20/100	0.50/0.50
	30	LOTUS	LOTUS TERRESTRIS	P 30/100	0.50/0.50
	40	LOTUS	LOTUS TERRESTRIS	P 40/100	0.50/0.50
	50	LOTUS	LOTUS TERRESTRIS	P 50/100	0.50/0.50
	60	LOTUS	LOTUS TERRESTRIS	P 60/100	0.50/0.50
	70	LOTUS	LOTUS TERRESTRIS	P 70/100	0.50/0.50
	80	LOTUS	LOTUS TERRESTRIS	P 80/100	0.50/0.50
	90	LOTUS	LOTUS TERRESTRIS	P 90/100	0.50/0.50
	100	LOTUS	LOTUS TERRESTRIS	P 100/100	0.50/0.50
	110	LOTUS	LOTUS TERRESTRIS	P 110/100	0.50/0.50
	120	LOTUS	LOTUS TERRESTRIS	P 120/100	0.50/0.50
	130	LOTUS	LOTUS TERRESTRIS	P 130/100	0.50/0.50
	140	LOTUS	LOTUS TERRESTRIS	P 140/100	0.50/0.50
	150	LOTUS	LOTUS TERRESTRIS	P 150/100	0.50/0.50
	160	LOTUS	LOTUS TERRESTRIS	P 160/100	0.50/0.50
	170	LOTUS	LOTUS TERRESTRIS	P 170/100	0.50/0.50
	180	LOTUS	LOTUS TERRESTRIS	P 180/100	0.50/0.50
	190	LOTUS	LOTUS TERRESTRIS	P 190/100	0.50/0.50
	200	LOTUS	LOTUS TERRESTRIS	P 200/100	0.50/0.50
	210	LOTUS	LOTUS TERRESTRIS	P 210/100	0.50/0.50
	220	LOTUS	LOTUS TERRESTRIS	P 220/100	0.50/0.50
	230	LOTUS	LOTUS TERRESTRIS	P 230/100	0.50/0.50
	240	LOTUS	LOTUS TERRESTRIS	P 240/100	0.50/0.50
	250	LOTUS	LOTUS TERRESTRIS	P 250/100	0.50/0.50
	260	LOTUS	LOTUS TERRESTRIS	P 260/100	0.50/0.50
	270	LOTUS	LOTUS TERRESTRIS	P 270/100	0.50/0.50
	280	LOTUS	LOTUS TERRESTRIS	P 280/100	0.50/0.50
	290	LOTUS	LOTUS TERRESTRIS	P 290/100	0.50/0.50
	300	LOTUS	LOTUS TERRESTRIS	P 300/100	0.50/0.50
	310	LOTUS	LOTUS TERRESTRIS	P 310/100	0.50/0.50
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	330	LOTUS	LOTUS TERRESTRIS	P 330/100	0.50/0.50
	340	LOTUS	LOTUS TERRESTRIS	P 340/100	0.50/0.50
	350	LOTUS	LOTUS TERRESTRIS	P 350/100	0.50/0.50
	360	LOTUS	LOTUS TERRESTRIS	P 360/100	0.50/0.50
	370	LOTUS	LOTUS TERRESTRIS	P 370/100	0.50/0.50
	380	LOTUS	LOTUS TERRESTRIS	P 380/100	0.50/0.50
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	400	LOTUS	LOTUS TERRESTRIS	P 400/100	0.50/0.50
	410	LOTUS	LOTUS TERRESTRIS	P 410/100	0.50/0.50
	420	LOTUS	LOTUS TERRESTRIS	P 420/100	0.50/0.50
	430	LOTUS	LOTUS TERRESTRIS	P 430/100	0.50/0.50
	440	LOTUS	LOTUS TERRESTRIS	P 440/100	0.50/0.50
	450	LOTUS	LOTUS TERRESTRIS	P 450/100	0.50/0.50
	460	LOTUS	LOTUS TERRESTRIS	P 460/100	0.50/0.50
	470	LOTUS	LOTUS TERRESTRIS	P 470/100	0.50/0.50
	480	LOTUS	LOTUS TERRESTRIS	P 480/100	0.50/0.50
	490	LOTUS	LOTUS TERRESTRIS	P 490/100	0.50/0.50
	500	LOTUS	LOTUS TERRESTRIS	P 500/100	0.50/0.50
	510	LOTUS	LOTUS TERRESTRIS	P 510/100	0.50/0.50
	520	LOTUS	LOTUS TERRESTRIS	P 520/100	0.50/0.50
	530	LOTUS	LOTUS TERRESTRIS	P 530/100	0.50/0.50
	540	LOTUS	LOTUS TERRESTRIS	P 540/100	0.50/0.50
	550	LOTUS	LOTUS TERRESTRIS	P 550/100	0.50/0.50
	560	LOTUS	LOTUS TERRESTRIS	P 560/100	0.50/0.50
	570	LOTUS	LOTUS TERRESTRIS	P 570/100	0.50/0.50
	580	LOTUS	LOTUS TERRESTRIS	P 580/100	0.50/0.50
	590	LOTUS	LOTUS TERRESTRIS	P 590/100	0.50/0.50
	600	LOTUS	LOTUS TERRESTRIS	P 600/100	0.50/0.50
	610	LOTUS	LOTUS TERRESTRIS	P 610/100	0.50/0.50
	620	LOTUS	LOTUS TERRESTRIS	P 620/100	0.50/0.50
	630	LOTUS	LOTUS TERRESTRIS	P 630/100	0.50/0.50
	640	LOTUS	LOTUS TERRESTRIS	P 640/100	0.50/0.50
	650	LOTUS	LOTUS TERRESTRIS	P 650/100	0.50/0.50
	660	LOTUS	LOTUS TERRESTRIS	P 660/100	0.50/0.50
	670	LOTUS	LOTUS TERRESTRIS	P 670/100	0.50/0.50
	680	LOTUS	LOTUS TERRESTRIS	P 680/100	0.50/0.50
	690	LOTUS	LOTUS TERRESTRIS	P 690/100	0.50/0.50
	700	LOTUS	LOTUS TERRESTRIS	P 700/100	0.50/0.50
	710	LOTUS	LOTUS TERRESTRIS	P 710/100	0.50/0.50
	720	LOTUS	LOTUS TERRESTRIS	P 720/100	0.50/0.50
	730	LOTUS	LOTUS TERRESTRIS	P 730/100	0.50/0.50
	740	LOTUS	LOTUS TERRESTRIS	P 740/100	0.50/0.50
	750	LOTUS	LOTUS TERRESTRIS	P 750/100	0.50/0.50
	760	LOTUS	LOTUS TERRESTRIS	P 760/100	0.50/0.50
	770	LOTUS	LOTUS TERRESTRIS	P 770/100	0.50/0.50
	780	LOTUS	LOTUS TERRESTRIS	P 780/100	0.50/0.50
	790	LOTUS	LOTUS TERRESTRIS	P 790/100	0.50/0.50
	800	LOTUS	LOTUS TERRESTRIS	P 800/100	0.50/0.50
	810	LOTUS	LOTUS TERRESTRIS	P 810/100	0.50/0.50
	820	LOTUS	LOTUS TERRESTRIS	P 820/100	0.50/0.50
	830	LOTUS	LOTUS TERRESTRIS	P 830/100	0.50/0.50
	840	LOTUS	LOTUS TERRESTRIS	P 840/100	0.50/0.50
	850	LOTUS	LOTUS TERRESTRIS	P 850/100	0.50/0.50
	860	LOTUS	LOTUS TERRESTRIS	P 860/100	0.50/0.50
	870	LOTUS	LOTUS TERRESTRIS	P 870/100	0.50/0.50
	880	LOTUS	LOTUS TERRESTRIS	P 880/100	0.50/0.50
	890	LOTUS	LOTUS TERRESTRIS	P 890/100	0.50/0.50
	900	LOTUS	LOTUS TERRESTRIS	P 900/100	0.50/0.50
	910	LOTUS	LOTUS TERRESTRIS	P 910/100	0.50/0.50
	920	LOTUS	LOTUS TERRESTRIS	P 920/100	0.50/0.50
	930	LOTUS	LOTUS TERRESTRIS	P 930/100	0.50/0.50
	940	LOTUS	LOTUS TERRESTRIS	P 940/100	0.50/0.50
	950	LOTUS	LOTUS TERRESTRIS	P 950/100	0.50/0.50
	960	LOTUS	LOTUS TERRESTRIS	P 960/100	0.50/0.50
	970	LOTUS	LOTUS TERRESTRIS	P 970/100	0.50/0.50
	980	LOTUS	LOTUS TERRESTRIS	P 980/100	0.50/0.50
	990	LOTUS	LOTUS TERRESTRIS	P 990/100	0.50/0.50
	1000	LOTUS	LOTUS TERRESTRIS	P 1000/100	0.50/0.50



**FIG. A**



**FIG. B**

# SUBMISSION INSTRUCTIONS

**A. Submission due date and location: 2pm on June 6, 2025**

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 14 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>
<b>1. Worker's Compensation &amp; Employers Liability</b>	Statutory
<b>2. Commercial General (public) Liability</b> 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	
<b>3. Comprehensive automobile Liability</b> 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: May 16, 2025**

**DATE OF CLOSING: June 6, 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# 2025-47-01-02  
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:
<p style="text-align: center;">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.</p> <p style="text-align: center;">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.</p>	

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:

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**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:

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**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:

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**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:

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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

FORM CIQ

For vendor doing business with local governmental entity

**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 is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer 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 or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with 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.**

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## **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.

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### **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.

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### **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.

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### **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.

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**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