



REQUEST FOR PROPOSAL FOR GROUP OR THEMATIC ART EXHIBITIONS

**SEOPW CRA 2013 ART FAIR
RFP 13-005**

Submissions are due no later than
3:00 P.M. on Wednesday, August 21, 2013

to

The Office of the City Clerk
City of Miami
3500 Pan American Drive
Miami, Florida 33133

THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("CRA") ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE CRA IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE. PROPOSERS ARE ON NOTICE THAT LATE OR MISDIRECTED PROPOSALS SHALL NOT BE CONSIDERED. THE CRA IS NOT RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH THE PREPARATION AND SUBMISSION OF A PROPOSAL IN RESPONSE TO THIS REQUEST FOR PROPOSALS.

REQUEST FOR PROPOSALS
FOR GROUP OR THEMATIC ART EXHIBITIONS

The Southeast Overtown/Park West Community Redevelopment Agency (“CRA”) is now accepting proposals for group or thematic art exhibitions and related opening reception (“Exhibition”). The Proposer selected for funding will have its proposed art exhibition featured as a destination showcase Thursday, December 5, 2013 through Sunday, December 8, 2013 (“Exhibition Period”). While the proposed Exhibition is not formally recognized in connection with 2013 Art Basel, the Exhibition Period coincides with 2013 Art Basel.

The Exhibition must take place within the Southeast Overtown/Park West Redevelopment Area, as shown in Exhibit “A” attached hereto and made a part hereof.

The CRA will make available a grant up to Fifty Thousand Dollars (\$50,000.00) to underwrite costs associated with the Exhibition, as set forth in Exhibit “B,” and the following related activities:

- Feature of a minimum of fifty (50) pieces of artwork in the Exhibition.
- Feature of a minimum of eight (8) artists in the Exhibition. The Proposer will be required to enter into a contractual agreement with each of the artists wherein the terms and conditions of the use of the artist’s work in connection with the Exhibition shall set forth.
- Manage the solicitation and selection of participating artists, and all business transactions related to the artists and their wares.
- Manage the set-up and breakdown of the Exhibition.
- Solicit press coverage.
- Prepare and have printed a minimum of 500 copies of an Exhibition brochure featuring the participating artists.
- Prepare and distribute promotional and marketing materials for the Exhibition. All marketing materials must be pre-approved by the CRA.
- Procure all equipment and materials necessary for the setup and installation of the Exhibition.
- Obtain all necessary governmental permits required to facilitate the Exhibition.
- Arrange, coordinate and carry out an opening Reception on Thursday, December 5, 2013. Said Reception is to be carried out with the approval of the CRA.

SUBMISSION PROCESS

Proposers shall submit one (1) unbounded copy and one (1) electronic copy (in Adobe pdf format) of its proposal in a sealed envelope and deliver by mail or courier to the following address:

Office of the City Clerk
City of Miami
RFP 13-005
3500 Pan American Drive
Miami, Florida 33133

Submissions are due no later than **3:00 P.M. on Wednesday, August 21, 2013**. The submission package shall include the following documents, and compiled in the order listed below:

- 1) Registration Form.

- 2) Proposal addressing the evaluation criteria, as defined below.
- 3) Project Budget, with supporting documentation for each itemized expense sought to be funded by the Grant. Any expenses incurred that are not included in said budget shall be the sole responsibility of the selected Proposer.
- 4) Summary biographies of each participating artist, along with color renderings of the proposed artwork and price range.
- 5) Completed W-9 Form.
- 6) Proposer's current proof of liability insurance.
- 7) The Proposer's current Business Tax Receipt(s).

Failure to provide the aforementioned documents shall result in the disqualification of the Proposal.

SELECTION PROCESS

All timely submitted proposals will be evaluated by CRA staff and will be evaluated on the originality of the Exhibition proposal, the qualifications of the proposed management team, the quality of a marketing plan for the Exhibition and the Redevelopment Area as a destination, and the overall budget and the existence of additional confirmed funding commitments ("Evaluation Criteria"). See Exhibit "C" for the Evaluation Score Card. The Proposer recommended for funding will be notified by email and telephone. The CRA reserves the right to accept any proposal deemed to be in the best interest of the CRA, to waive any irregularities, omissions, and/or technicalities in any proposal, or to reject any or all proposals and to re-advertise for new proposals.

FUNDING PROCESS

The Proposer recommended for funding will be notified by email and telephone. The recommendation shall be presented to the CRA's Board of Commissioners ("CRA Board") for consideration on Monday, September 30, 2013. The selected Proposer approved by the CRA Board will be required to execute a grant agreement containing an indemnification provision prior to the disbursement of the grant and to present certificates of liability insurance for the coverage reflected in Exhibit "D" no later than Friday, October 11, 2013. The CRA reserves the right to change, modify or extend the aforementioned dates.

The grant shall be used to underwrite those eligible expenses associated with the Exhibition, subject to the restrictions set forth in Exhibit "B." Grant funds shall be disbursed on a reimbursement basis to the selected Proposer or directly to third party vendors upon the presentation of invoices and satisfactory documentation. Grant funds shall not be advanced for any purposes. Cash transactions are strictly prohibited and are ineligible for reimbursement or direct payment under the terms of the grant agreement.

LOGO AND CREDIT ACKNOWLEDGEMENT

The selected Proposer shall be required to include the CRA's logo and acknowledgement statement in all promotional and marketing materials, including, but not limited to the selected Proposer's website, news and media releases, public service announcements, broadcast media, event programs, and publications. All marketing and promotional materials must be pre-approved by the CRA.

CONTACT INFORMATION

Inquiries regarding this RFP should be directed to the CRA's Program Administrator during normal business hours (Monday through Friday, from 8:00 A.M. through 5:00 P.M.) by telephone to (305) 679-6800 or by email to cra@miamigov.com.

EXHIBIT "A"

SOUTHEAST OVERTOWN/PARK WEST REDEVELOPMENT AREA

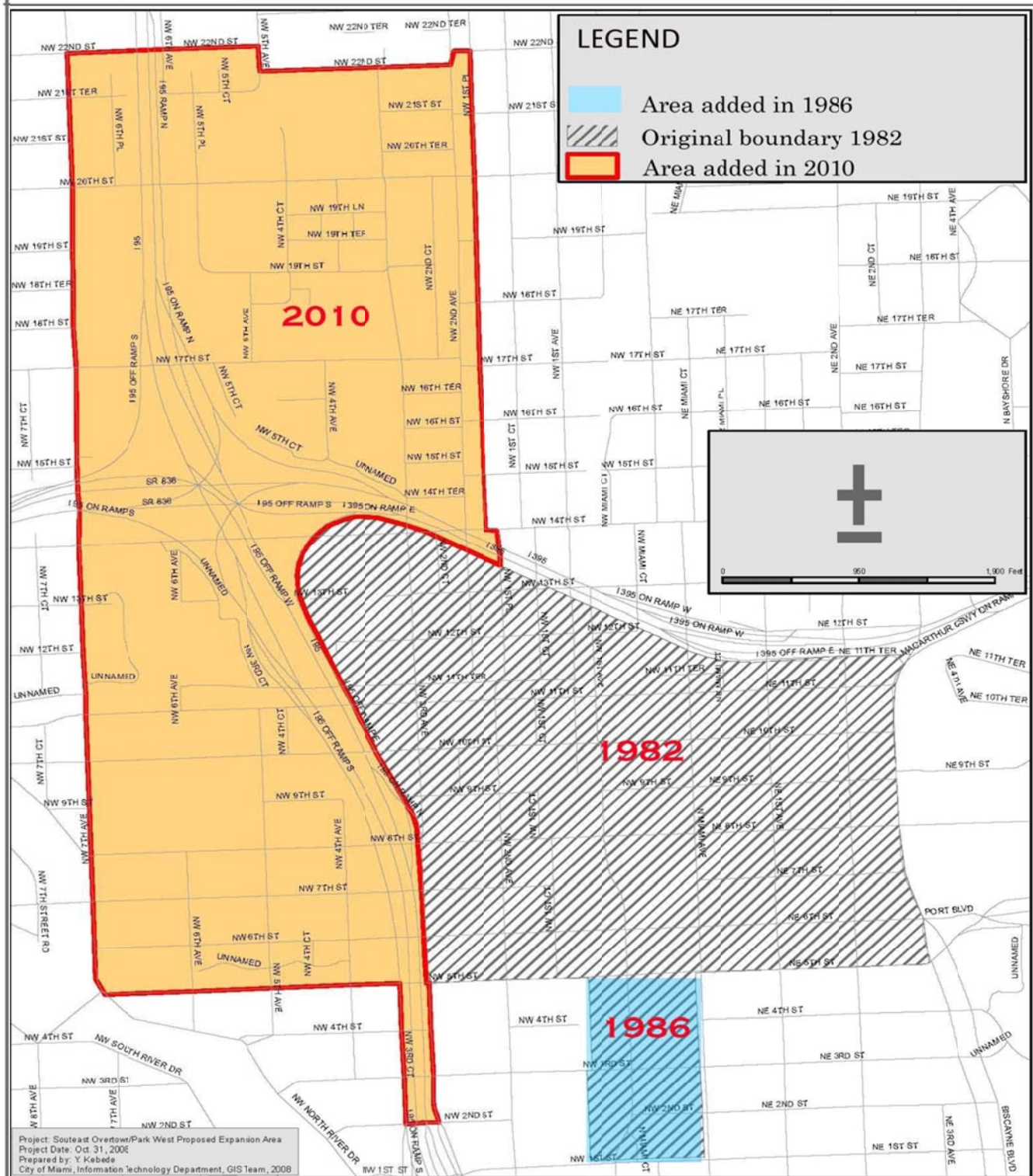


EXHIBIT “B”

Expenses contemplated by the selected Proposer, but not listed below must be pre-approved by the CRA.

<p>A. MARKETING</p> <p>In order to receive a disbursement of grant funds for marketing, all materials and cost estimates must be pre-approved by the CRA. Eligible expenses for marketing include:</p> <ol style="list-style-type: none">1. Creation and printing of marketing brochures2. Event signage for onsite display3. Event flyers and posters4. Design fee for artwork for marketing materials5. Production expenses associated with filming of the event for future marketing of the Redevelopment Area. <p>NOTE: Expenses such as reprints of artwork for sale, public relations services, website design or maintenance costs shall not be considered eligible expenses to be funded under the grant.</p>
<p>B. INSTALLATION/SET UP OF ARTWORK</p> <p>In order to receive a disbursement of grant funds for installation/set up, all proposed expenditures must be pre-approved by the CRA, said expenditures must be solely related to the installation of the artwork, and requests for disbursement must be accompanied by detailed documentation in support of said request. Eligible expenses include:</p> <ol style="list-style-type: none">1. Equipment and materials purchased to aid with the display of artwork (i.e., lighting, plywood, brackets, wall hooks, wiring, etc)2. Equipment and furniture rental (i.e., rental of standard seating accommodations, easels for artwork display, projector for visual display of artwork, etc) <p>NOTE: Expenses such as decorations, luxury furniture rentals, etc., shall not be considered eligible expenses to be funded under the grant.</p>
<p>C. OPERATIONAL COSTS</p> <p>In order to receive a disbursement of grant funds for operational costs, the selected Proposer must be provide sufficient documentation to reflect that said costs are associated with the Exhibition and are for activities occurring during the Event Period. Expenses related to operational costs must be pre-approved by the CRA. Eligible expenses include:</p> <ol style="list-style-type: none">1. Insurance premium for the Exhibition.2. Costs associated with the use of venue.3. Permits, if required.4. Security, if required. <p>NOTE: Expenses such as salaries, compensation, administrative fees, telecommunication costs, mileage or gas reimbursements, vehicle rentals, etc., shall not be considered eligible expenses to be funded under the grant.</p>

EXHIBIT "D"

INSURANCE REQUIREMENTS

I. Commercial General Liability ("CGL")

- A. Limits of Liability:
- | | |
|---|-------------|
| Bodily Injury and Property Damage Liability | |
| Each Occurrence | \$1,000,000 |
| General Aggregate Limit | \$2,000,000 |
| Personal and Adv. Injury | \$1,000,000 |
| Products/Completed Operations | \$1,000,000 |
- B. Additional Coverage:
- Contingent and Contractual Liability
 - Premises and Operations Liability
- C. Endorsements Required: The City of Miami, Florida and the Southeast Overtown/Park West Community Redevelopment Agency must each be issued certificates of liability reflect the aforementioned CGL coverage for the amounts specified above.

II. Business Automobile Liability (IF APPLICABLE)

- A. Limits of Liability
- | | |
|--|------------|
| Bodily Injury and Property Damage Liability | |
| Combined Single Limit | |
| Any Auto, including Hired, Borrowed or Non-Owned Autos | |
| Any One Accident | \$ 300,000 |
- B. Endorsements Required: The City of Miami, Florida and the Southeast Overtown/Park West Community Redevelopment Agency must each be issued certificates of liability reflect the aforementioned Business Auto coverage for the amounts specified above.

III. Worker's Compensation (IF APPLICABLE)

- Limits of Liability
- Statutory-State of Florida
 - Employer's Liability
 - Limits of Liability
 - \$100,000 for bodily injury caused by an accident, each accident
 - \$100,000 for bodily injury caused by disease, each employee
 - \$500,000 for bodily injury caused by disease, policy limit

IV. Host Liquor/Liquor Liability (IF APPLICABLE)

- Limits of Liability
- | | |
|-----------------|-------------|
| Each occurrence | \$1,000,000 |
| Aggregate | \$1,000,000 |

The above policies shall provide the City of Miami and the Southeast Overtown/Park West Community Redevelopment Agency with 30 days written notice of cancellation or material change from the insurer in accordance with policy provisions. Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than “A-” as to management, and no less than “Class V” as to Financial Strength, by the latest edition of Best’s Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by the City of Miami’s Department of Risk Management prior to insurance approval.

**SEOPW CRA ART FAIR 2012
RFP 13-005 REGISTRATION FORM**

Applicant (Entity or Individual Name) <small>The Applicant will become the executor of any grant agreements</small>	Fictitious Name (if applicable)
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Authorized Contact Person	Title	
() ()		
Work Telephone	Alternate Telephone	Email Address

Corporate Physical Address (P.O. Boxes not acceptable)	Mailing Address
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City, State ZIP Code	City, State ZIP Code
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Description of Applicant:

Individual
 For-Profit Corporation
 Non-Profit Corporation
 Other _____

Supplemental Information:

Yes	No	Questions:
		1. Is the Applicant or any of its subsidiaries currently in litigation with the CRA, City of Miami, Miami-Dade County, the State of Florida, or with any other entity or persons? If yes, provide complete details on a separate page.
		2. Is the Applicant, or any of its principals, subsidiaries, or related persons, in default of any agreement with the CRA, the City of Miami, Miami-Dade County, or with any third-party vendors for goods or services rendered?
		3. Does the Applicant, or any of its principals, subsidiaries or related persons have any outstanding ad valorem taxes or government liens on any properties located within the City of Miami?
		4. Has the Applicant, or any of its principals, subsidiaries or related persons ever been disbarred from doing business with the City of Miami, Miami-Dade County, or the State of Florida?
		5. Are there any actions, suits, or proceedings pending, or threatened against or affecting the Applicant or any of its principals, subsidiaries or related persons, or the proposed project for which CRA Grant funds are sought, at law or in equity, or before or by any governmental authority?

The CRA reserves the right to request additional information about the Applicant.

Authorized Corporate Representative/Applicant
(PRINT NAME)

(Signature)

Date

Representations of Applicant:

Initial where indicated.

1. ____ I will comply with all federal, state and local rules and regulations with respect to the use of the grant funds.
2. ____ I will cooperate fully with the CRA in implementing the terms and conditions of any subsequent grant agreement, if awarded.
3. ____ I will provide the CRA with periodic status reports, as may be required from time to time.
4. ____ I will promptly accommodate the CRA's request for information concerning the use of the grant.
5. ____ I have reviewed the conflict of interest laws of the City of Miami (Code of the City of Miami, Chapter 2, Article V) and of Miami-Dade County (Code of Miami-Dade County, Florida, Section 2-11.1) and:
 - a. ____ Agree to fully comply in all respects with the terms of said laws and any future amendments.
 - b. ____ I declare that no person or entity under my employ, presently exercising functions or responsibilities in connection with this grant, including the grant application, has personal financial interests, direct or indirect, with the City of Miami or the CRA.
 - c. ____ I declare that, in the performance of the grant agreement, including this application, no person or entity having such conflicting interest was or will be utilized in respect to this grant. Any conflict of interest(s) on my part, my employees or associated parties with respect to this grant application will be disclosed in writing to the CRA.
6. ____ I understand that the representations herein are a material inducement for the CRA's issuance of a recommendation for grant funding.
7. ____ I am duly authorized to submit this application and any amendments thereto.
8. ____ Under penalty of perjury, I declare that I have read the foregoing application, and its attachments, and that the facts stated in it are true.

By signing below, I certify that the information contained herein is true, complete and accurate to the best of my knowledge. Should any of the representations made herein change, I hereby acknowledge my obligation to immediately notify the CRA of any change in said representations.

Authorized Corporate Representative/Applicant
(Print Name)

(Signature)

Date

Request for Taxpayer Identification Number and Certification

Please print or type

Name (List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I-See Specific Instruction on page 2)		
Business name , if different from above. (See Specific Instruction on page 2)		
Check the appropriate box: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Rent Recipient <input type="checkbox"/> Government Agency <input type="checkbox"/> Other ▶ _____		
Legal Address: number, street, and apt. or suite no.	Remittance Address: if different from legal address number, street, and apt. or suite no.	
City, State and ZIP code	City, state and ZIP code	
Phone # ()	Fax # ()	Email address:
Website:		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruction on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2. **Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

□□□-□□-□□□□

OR

Employer identification number

□□-□□□□□□□□

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am an U.S. person (including an U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 2.

Sign Here	Authorized Signature ▶ _____	Date ▶ _____
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding

If you are a foreign person, use the appropriate Form W-8. See Pub 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 23% and pay to the IRS of such payments under certain

conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions on page 2.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.