



**REQUEST FOR EXPRESSION OF INTEREST
FOR
"CITY OF TORRINGTON CANVAS PROJECT"
RFEI #CCP-039-021412**

The City of Torrington is issuing this Request for Expressions of Interest (RFEI) to partner with a Connecticut 501(c) (3) non-profit arts organization(s) and/or individual(s) to bring a mural-based public art project into a downtown space within the City of Torrington. The Department of Economic and Community Development and the Connecticut Office of the Arts is offering a one-time initiative to bring mural-based public art into downtown spaces throughout the state of Connecticut. The City of Torrington will be applying for this initiative. The municipality must partner with a Connecticut 501(c) (3) non-profit arts organization to apply for this program. This will not be a public opening.

Respondents are requested to submit their ideas, product literature, company background information, references and any other pertinent data. The Respondent's submittal shall include an original, four (4) copies (in addition to the hard copy) and shall be delivered to the Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 during normal office hours by no later than 11:00 AM on February 14, 2012. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **RFEI #CCP-039-021412, Request for Expression of Interest for City of Torrington Canvas Project**". In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 a.m. on that day.

The City shall not incur any costs for the preparation of the submitted proposals for the City's review.

All questions must be submitted by February 9, 2012 by 12:00 PM. All questions shall be submitted by email to the Purchasing Agent at pennie_zucco@torringtonct.org. Questions will be answered and will be posted on the City of Torrington website. Respondents mailing packets should allow for normal delivery time to ensure timely receipt of their bids.

The City of Torrington is interested in partnering with an arts organization that will assist the City in the planning, research, development, production and design of a mural to be located in the downtown area of Torrington. In addition, the City will require the organization interested, to help in the assistance of marketing, creating special events to promote this project, site selection and artists' selection.

Only Connecticut based nonprofit arts organization will be considered. Special consideration will be given to organizations that have expertise in promoting the arts, and bringing projects to completion by the deadline.

The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY

CITY OF TORRINGTON

Pennie Zucco
PURCHASING AGENT

Dated: January 31, 2012



**SUBMITTAL REQUIREMENTS
REQUEST FOR EXPRESSION OF INTEREST
FOR
“CITY OF TORRINGTON CANVAS PROJECT”
RFEI #CCP-039-021412**

POSSIBLE IDEAS AND PARAMETERS OF CANVAS PROJECT

The City of Torrington invites all qualified interested parties to respond to this Request for Expression of Interest. Responses to the RFEI will be utilized by the City to possibly proceed with a partnership with a Connecticut 501(c) (3) non-profit arts organization to create a mural in the downtown area of the City. All Respondents are encouraged to submit a comprehensive information package.

Respondents to this RFEI understand that information they provide may be used in whole or in part by the City. Response to this RFEI does not legally bind the respondent to the City in any way, nor the city to the respondent. All submissions are welcome and due by February 14, 2012 at 11:00 AM to the City of Torrington, Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790. Please submit one original, four (4) copies. No fax or email transmissions will be accepted. Sealed envelope(s) should be clearly marked: **RFEI #CCP-039-021412, Request for Expression of Interest for City of Torrington Canvas Project**". In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. Any questions must be submitted by 12:00 PM on February 9, 2012. All questions shall be submitted by email to the Purchasing Agent, pennie_zucco@torringtonct.org. Questions will be answered through an addendum and will be posted on the City of Torrington website. Potential respondents should check the city's website 48 hours before the RFEI opening. Respondents mailing packets should allow for normal delivery time to ensure timely receipt of their bids. Late submissions will not be accepted.

This RFEI does not commit the City of Torrington to select any Respondent or enter into any contract agreement. The City of Torrington reserves the right to accept or reject any or all RFEIs; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFEI, to request additional information from some or all Respondents, or to issue a formal Request for Proposal. The City of Torrington reserves the right or to accept any bid deemed in the best interests of the City of Torrington.

The Respondent's submittals for this Request for Expression of Interest will be evaluated based on the following criteria listed below in no particular order:

The City of Torrington will not consider the information submitted through the RFEI to be binding on the respondent or the City of Torrington. The chosen RFEI will begin a final negotiation process between the respondent and the City of Torrington for the selection.

The purpose of the RFEI is to:

Partner with a Connecticut 501 © (3) non-profit arts organization that will assist the City in the planning, research, development, production and design of a mural to be located in the downtown

area. In addition, the partnership between the organization and the City would require the assistance in marketing, creating special events to promote this project, site selection and artists' selection.

Please outline how your organization can assist the City of Torrington with this initiative.

- 1) The proposed use(s) are compatible with the existing central business commercial zoning and existing nearby uses.
- 2) The proposed use(s) and/or management will provide for all operational costs including utilities, insurance, and building maintenance. Property taxes, if any, must be paid by the proposed using/leasing organization or individual.
- 3) The proposed use(s) and/or management will provide for the maintenance of the structure.
- 4) The proposed use(s) will be economically viable.
- 5) If a lease or rental is proposed, the use(es) must be undertaken by person(s) with documented successful business experience in the not-for-profit sectors and appropriate qualifications and/or licensure.

SUBMISSION REQUIREMENTS AND PROCESS

The City of Torrington invites all Connecticut qualified, interested parties to respond to this Request for Expression of Interest. Responses to the RFEI will be utilized by the City to possibly proceed with the partnership with a Connecticut 501(c) (3) non-profit arts organization who have applied for this program .

Only Connecticut based non-profit arts organizations will be considered. Special consideration will be given to organizations that have expertise in promoting the arts, and bringing projects to completion by the set deadline.

The answers to this RFEI will be evaluated by staff from the Mayor's office and Office of Economic Development.

Submissions shall include:

- 1) Project Narrative
 - a. Describe idea(s) or purpose and how they will be accomplished
 - b. Describe any proposed marketing and special events that will be included to promote this project.
 - c. Outline how your organization can assist the city of Torrington with this initiative.
- 2) Experience and Capabilities of development team
 - a. Describe experience, if any, with other projects comparable in scope
- 4) Contact Information
 - a. Full name and business/occupation of all members of the response team
 - b. Primary contact person within the team. Provide telephone number, fax number, email and mailing address for the primary contact person

5) Timeframe

The following represents the timeframe for the RFEI and an eventual coming project:

- 2/6/12 –The RFEI is presented to the public
- 2/9/12 – Last date for questions
- 2/14/12 – Last date for RFEI submission
- 2/14/12 – Partner organization to be selected.
- 2/24/12 - Full application outlining project will be sent to State
- 3/1/12 - Award Notification from the State on Grant
- 8/31/12 – Project Completion
- 10/31/12 - Final Report

Respondents with concepts deemed the most compelling, fiscally viable, and most in the public interest may be invited to interview with City staff prior to submission of a final proposal to the City of Torrington City Council. Submissions will be reviewed by the City before previewing the submissions to the public.

Deadline to submit proposals for this request is February 14, 2012, 11:00 AM.

Questions about this request and submissions should be directed to:

Technical Questions

Rose Ponte
Economic Development Director
City of Torrington
140 Main Street
Torrington, CT 06790
860-496-5920
Rose_ponte@torringtonct.org

OR

Administrative Questions

Pennie Zucco
Purchasing Agent
City of Torrington
140 Main Street
Torrington, CT 06790
860-489-2225
pennie_zucco@torringtonct.org

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