



## Anderson Township

7850 Five Mile Road  
Anderson Township, Ohio 45230-2356

513.688.8400  
AndersonTownship.org  
AndersonCenterEvents.org

### Township Trustees

Joshua S. Gerth  
Andrew S. Pappas  
R. Dee Stone

### Fiscal Officer

Kenneth G. Dietz

### Township Administrator

Vicky L. Earhart

### Assistant Administrator for Operations

Steve E. Sievers, AICP

### Assistant Administrator for Human Resources

Suzanne M. Parker

### Fire Chief

C. Richard Martin, II

### Public Works Director

Eric J. Luginbuhl

### Planning & Zoning Director

Paul J. Drury, Jr., AICP

### Sheriff's District 5

Lt. Dan McElroy  
District Commander  
513.474.5770

### Law Director

Margaret W. Comey  
513.688.8433

February 7, 2020

**RE: RFP FOR COMMUNITY ART PLAN**

Dear Sir or Madam:

With the formation of the WeTHRIVE! Anderson Committee in 2019, the group identified a need for a comprehensive look into existing public art within Anderson Township, as well as the potential for new and innovative ideas through a Community Art Plan. Their 2019-2020 Action Plan focuses on goals to improve the overall quality of life, as well as the vitality of Anderson Township. The attached request for proposals (RFP) outlines the anticipated scope of services we hope to find within the Community Art Plan.

The Township is anticipating that proposal costs will be consistent within the range set for an RFP process. Due to our desire to commence work in the timeliest manner, please note that proposals must be received by the Township by Monday, March 9, 2020, at 4:00 p.m.

Please feel free to contact me at (513) 688-8607 or [sdonovan@andersontownship.org](mailto:sdonovan@andersontownship.org), with any questions or comments. We thank you for your interest in Anderson Township.

Sincerely,

Sarah Donovan  
Planner I

Enclosure

## ANDERSON TOWNSHIP REQUEST FOR PROPOSALS

### COMMUNITY ART PLAN

1. Anderson Township seeks proposals for analysis and comprehensive study of public art. The plan should span across the Township looking at areas of opportunity, strength and constraints in terms of public art. It is envisioned that components of the study would include the following (realizing public input will be critical to the final elements of the recommended plan):

- *Offer an overview and definition for public art.*
- *Establish a framework for integrating and highlighting public art into public spaces in Anderson Township.*
- *Encourage the use of art and creativity to further catalyze development and create a unique and vibrant place for residents and visitors.*
- *Identify existing works of art and opportunities for locations of new art.*
- *Promote a vision for integrating public art into goals and visions established in the Anderson Township Comprehensive Plan.*

2. The Township's expectations include:

- *Recommendations for public locations that will serve the goals of the Township and the needs of the community, as described in the Anderson Township Comprehensive Plan.*
- *Coordination of municipal agencies and public and private partnerships.*
- *Create a sense of place within specific locations in the Township.*
- *Coordination with property owners, key stakeholders, and the broader community.*
- *An assessment of probable costs along with recommendations and potential funding sources.*
- *Presentation of recommendations to the Board of Township Trustees.*

3. Proposals shall include the following items:

- *The qualifications of all professional personnel who would assist the design and planning activities.*
- *Listing of outside contractors and description of anticipated work of these contractors who are used by the firm.*
- *Location of nearest office(s) that would be working on the project.*
- *List of similar studies or projects that the firm has completed or in which it is currently engaged.*
- *Current workload, availability and capacity of qualified personnel, equipment and facilities.*
- *Contact information for appropriate references.*

4. Anderson Township reserves the right to reject all RFPs. Anderson Township is not liable for any costs incurred prior to executing a contract. Based on the anticipated scope of services

and past planning and preliminary engineering studies for other sites, the Township is assuming costs for such services will be less than \$ 40,000.

5. Submittals considered responsive will be evaluated and rated according to the following criteria:
  - A. Professional qualifications
  - B. Technical competence of the firm
  - C. Current workload, availability and capacity
  - D. Key personnel experience on similar projects
  - E. Related experience
  - F. Interview and project approach
  - G. Projected cost of planning and urban design activities
  
6. It is anticipated that the project timeline would begin around May 1, 2020, and that bulleted items requested in #2, above, will be available by October 30, 2020.
  
7. Three (3) hard copies and a digital submittal of the proposal must be submitted to Sarah Donovan, Planner I, Anderson Township, 7850 Five Mile Road, Anderson Township, Ohio 45230, by 4:00 p.m. E.S.T., on Monday, March 9, 2020.