

# Northeast Louisiana Arts Council



## Request for Proposal

### Edmund Williamson Dragonfly Sculpture

February 2025

**BIDS DUE**

**Monday, March 24, 2025, at Noon**

Late submissions will be rejected

Northeast Louisiana Arts Council  
118 Cotton Street  
West Monroe, LA 71291  
[barry@nelaarts.org](mailto:barry@nelaarts.org)  
318.397.6754

Northeast Louisiana Arts Council  
Request for Proposals

The Northeast Louisiana Arts Council (Arts Council) is seeking proposals from qualified artists to restore the Edmund Williamson Dragonfly Sculpture. The goal of this project is to return the sculpture to its original appearance, protect the sculpture surfaces to prevent future corrosion, simplify annual maintenance requirements, and relocate and install the sculpture.

Proposals must be received at the Northeast Louisiana Arts Council office, via the Arts Council's website, on or before Noon, Monday, March 24, 2025, at which time they will be privately reviewed.

The Northeast Louisiana Arts Council reserves the right to reject any and all bids or to waive any requirements in the Proposal process, if deemed in the Arts Council's best interest.

The Request for Proposal (RFP), containing the scope of services, proposal requirements, and evaluation criteria will be/is available after 3:00PM February 18, 2025. The RFP may be viewed and printed from [www.nelaarts.org](http://www.nelaarts.org) under the Arts Community/Edmund Williamson tab.

Edmund Williamson Dragonfly Sculpture

Cover Sheet

Proposer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Taxpayer ID  
Number \_\_\_\_\_  
(Social Security Number) (Federal Tax ID Number)

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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Edmund Williamson Dragonfly Sculpture

Minimum Requirements:

1. The lead artist(s)/restorer(s) must possess and be able to provide proof of the requisite skills set to manage this restoration.
2. Proposer must provide at least three (3) professional references where work of similar scope and scale has been completed.
3. The proposer must have completed the conservation, restoration, and/or implementation of at least three (3) outdoor sculptures.
4. The proposer must provide or arrange for on-site care, supplies, lifts, scaffolding, and/or any other necessary equipment or supplies as needed to complete the project.

Price Proposal Form

The selected artist will be paid upon completion of each project phase in accordance with the Project Scope of the RFP. The table below is to be completed by the Proposer detailing ALL anticipated costs and expenses.

Phase I.	Preliminary Restoration Assessment	\$ _____
Phase II.	Restoration Work Half-Way Mark	\$ _____
Phase III.	Restoration Completed/Installation	\$ _____
TOTAL COST ESTIMATE:		\$ _____

The Proposer hereby pledges to deliver the complete scope of services required for the charges shown above.

Signature of Proposer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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Edmund Williamson Dragonfly Sculpture

NON-COLLUSION:

The undersigned certifies under penalties of perjury that this bid, or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, or other organization, entity, or group of individuals.

TAX COMPLIANCE:

The Northeast Louisiana Arts Council will not:

- Withhold FICA (Social Security and Medicare taxes) from Proposer's payments or make FICA payments on the Proposer's behalf.
- Make state or federal unemployment compensation contributions on Proposer's behalf or withhold state or federal income tax from Proposer's payments.

Proposer shall pay all taxes incurred while performing services under any Agreement, including all applicable income taxes, and if Proposer is not a corporation, self-employment (Social Security) taxes.

\*\*\*\*\*

CORPORATE BIDDER (if applicable)

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of the corporation named as Bidder in the Bid included herein. I further certify that I am authorized to sign on behalf of the Bidder and the Bid was signed and executed for and on behalf of said corporation by the authority of its governing body.

\*\*\*\*\*

\_\_\_\_\_  
Signature of authorized individual submitting proposal

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Proposer/Bidder

\_\_\_\_\_  
Federal Tax ID or Social Security Number

\_\_\_\_\_  
Date

**SUBMIT THIS PAGE**

## Edmund Williamson Dragonfly Sculpture

### GENERAL INFORMATION

- 1.1 The Northeast Louisiana Arts Council is seeking proposals from qualified artist(s) or firms to restore the public art piece titled the Dragonfly, originally designed and produced by artist Edmund Williamson. The goal of this project is to conserve and restore the piece to its original appearance, protect the piece to prevent or impede corrosion, and reinstall the piece in cooperation with and under the guidance and instructions of the city of Monroe.
- 1.2 Preference will be given to Region 8 artists provided they meet the qualifications.
- 1.3 This process will be subject to any and all appropriate and applicable Louisiana State Statutes.
- 1.4 Any contract that may result from this RFP shall be subject to the approval of the Northeast Louisiana Arts Council Board of Directors and the city of Monroe.
- 1.5 All requirements, specifications, terms and conditions described in the Request for Proposal (RFP) shall be incorporated by reference into any contract that may result.
- 1.6 Any contract that may result from this RFP shall be awarded within forty-five (45) days after the selection of the successful proposal. The time for the contract may be extended for up to 45 additional days by mutual agreement between the Arts Council and the successful proposer.
- 1.7 The Arts Council reserves the right to cancel this RFP or reject in whole or in part any and all proposals if the Arts Council determines that cancellation or rejection serves the best interests of the Arts Council.
- 1.8 Proposers represent that they are an independent contractor engaged in an independent business and have complied with all federal, state and local laws regarding employment, taxes, insurance, business permits, and licenses of any kind that may be required to carry out the business and/or the service or work to be performed under this proposal.
- 1.9 The RFP shall be available beginning February 18, 2025.
- 1.10 The RFP and any related documents shall be available for download from the Arts Councils website.
- 1.11 Hardcopies of the RFP and related documents may be obtained at the Arts Council office, 118 Cotton Street, West Monroe, LA 71291 during regular office hours, Monday thru Thursday, 8:30am – 4:30pm. Call ahead to ensure staff are on site.

## **Scope of Services**

### **Project Summary**

The Northeast Louisiana Arts Council is seeking to contract with a qualified metal conservation and restoration sculpture artist. The Dragonfly is currently in storage with the city of Monroe, Louisiana. It has been stored both under cover and in an open field subjecting it to the elements for a number of years.

The Dragonfly sculpture was created in 1995 by artist Edmund Williamson and dedicated on Wednesday, December 6, 1995. It was located in All Children's Park within Forsythe Park in Monroe, Louisiana. It was removed from the park in September 2013 due to an injury that occurred involving the sculpture.

The sculpture, when completed and installed, has a 26-foot wingspan and weighs approximately 2000 pounds. The Dragonfly was designed to be an interactive sculpture and installed originally to encourage such interaction.

The Arts Council has an estimated project budget of \$15,000 to complete the restoration and reinstallation of the Dragonfly. Funding for the project will be derived from donations. The final determination for location and installation will be in consultation with the city of Monroe, owner of the sculpture. This project will include research on the sculpture's original color(s), evaluation for and completion of any and all structural repairs, cleaning, welding, application of a protective coating, and any other necessary work to restore the sculpture to its original state.

### **Project Scope**

#### **Phase I**

- Conduct preliminary research for information regarding the sculpture's construction and any previous repairs prior to its removal from Forsythe Park in 2013
- Examination, documentation, and evaluation of the existing sculpture's condition with identification of the extent and causes of deterioration that includes diagnostic photographs of existing sculpture structure, surfaces, color and any other pertinent elements to inform the final conservation and restoration
- Recommendations of repairs required including methods and procedures to accomplish recommendations

#### **Phase II**

- Written and photographic documentation of each phase of the project
- Coordinate with the city of Monroe the movement of the sculpture to an appropriate site for conservation and restoration

#### **Phase III**

- Conservation and Restoration
- Coordinate with the city of Monroe the re-installation of the sculpture at a site mutually agreed upon between the city of Monroe and the Northeast Louisiana Arts Council

## REQUIREMENTS AND SUBMISSIONS

### Every proposal must include the following:

- Cover Sheet
- A completed 'Price Proposal Form'
- A signed 'Non-Collusion Form/Tax Compliance Form', 'IRS W-9 Form', and (if required) 'Certificate of Corporate Authority Form'
- A Plan of Services including, but not limited to:
  - Resumes for all participating artists and technicians
  - At least three (3) work samples that correlate with the scope of work required including photo documentation
  - At least three (3) professional references where work of a similar scope and scale has been completed
  - If required, a description of the proposer's company and primary location
- Detailed proposal/work plan on how the Project Scope requirements will be met
- Timelines for proposed Project Scope

### PROPOSAL DELIVERY

- Proposals should be received in the Arts Council office on or before Noon, Monday, March 24, 2025.
- Proposals should be submitted via the Arts Council's website under the Arts Community/Edmund Williamson tab.
- Physical, email, or fax submission is not available

### SIGNATURES

A proposal must be signed as follows:

- If the proposer is an individual, by her or him personally
- If the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner
- If the proposer is a corporation, by the authorized officer, whose signature must be attested to by the secretary of the corporation

### QUESTIONS, CHANGES, MODIFICATIONS, AND WITHDRAWALS

- Questions concerning this RFP must be submitted writing to: Abigail Handy-Garcia via email at [abigail@nelaarts.org](mailto:abigail@nelaarts.org) at least five (5) days prior to the proposal delivery deadline
- If any changes to this RFP are made, those changes will be emailed to all proposers on record as having picked up an RFP
- A proposer may correct, modify, or withdraw a proposal by written notice received by the Arts Council prior to the time and date set for the proposal due date
- Modifications must be submitted via an agreed upon procedure.



- After the proposal due date, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Arts Council or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them

## **RULE FOR AWARD**

Any contract that may result from this RFP shall be awarded to the responsible and responsive proposer offering the most advantageous proposal.

The Arts Council reserves the right to select the most advantageous proposal based on criteria it deems appropriate.

## **TERM OF CONTRACT**

The term of any contract that results from this RFP will be determined.

## **ASSIGNMENT AND SUBCONTRACTING**

The selected vendor(s)/contractor(s)/artist(s) shall not assign, sell, subcontract or otherwise transfer any interest in any contract without the prior written consent of the Arts Council and the city of Monroe.

## **PAYMENT**

The Arts Council shall make every effort to make payment within thirty (30) days of receipt of a reasonably detailed invoice. Any invoice received must reference the contract number.

## **INSURANCE REQUIREMENTS**

The vendor/contractor/artist, before commencing performance of the Contract, shall be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the State of Louisiana. All such insurance carried shall not be less than the kinds and amounts designated herein, and the vendor/contractor/artist agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the vendor/contractor/artist to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the Northeast Louisianan Arts Council and the city of Monroe, their agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Comprehensive General Public Liability and Property Damage Liability Insurance:

\$500,000/\$1,000,000

Automotive and Property Damage Insurance

\$500,000/\$1,000,000

For Corporations – Workman’s Compensation

Amounts prescribed under Louisiana State Law, meeting all other city and state laws and regulations.

No cancellation(s) of insurance, whether by the insurer or by the insured party shall be valid unless written notice is given by the parties proposing cancellation to the other party and the Arts Council.

All insurance coverage shall be at the sole expense of the vendor/contractor/artist and shall be placed with such company as may be acceptable to the Arts Council and shall constitute a material part of any contract documents.

Failure to provide written proof to the Arts Council and maintain in force such insurance shall be deemed a material breach of any contract and may constitute sufficient grounds for immediate termination of same.

### **INDEMNIFICATION**

Unless otherwise provided by law, the vendor/contractor/artist will indemnify and hold harmless the Arts Council and the city of Monroe against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the Arts Council or the city of Monroe may sustain, incur, or be required to pay, arising out of or in connection with the performance of any contract by reason of any negligent action/inaction or willful misconduct by the vendor/contractor/artist, their agents or employees.

### **FEDERAL AND STATE LAW**

The selection vendor/contractor/artist shall comply with all applicable Federal, State, and Local laws and ordinances.