



REQUEST FOR PROPOSALS

The Trust for Public Land's Project

Heat Capture: Stories from Philadelphia's Hottest Neighborhoods

ISSUE DATE: February 3, 2020

PROPOSALS DUE: February 28, 2020 by 5:00 PM EST

Due date extended to March 13, 2020 by 5:00 PM EST

Send proposals to:

Gretchen Trefny, Senior Program Manager

The Trust for Public Land

heatcapture@tpl.org

If you need translation assistance with this request for proposal, please email Gretchen Trefny at heatcapture@tpl.org

Spanish

Si necesita ayuda con esta solicitud de propuesta, envíe un correo electrónico a Gretchen Trefny a heatcapture@tpl.org

Indonesian

Jika Anda memerlukan bantuan dengan permintaan proposal ini, silakan mengirim email kepada Gretchen Trefny di heatcapture@tpl.org

Chinese – Hong Kong

如您對這份「徵求建議書」有任何疑問，[請發電郵至heatcapture@tpl.org](mailto:heatcapture@tpl.org)聯絡Gretchen Trefny。

Chinese – Simplified/Traditional

如果您需要這項提案要求的協助，請寄電子郵件到 heatcapture@tpl.org 聯絡 Gretchen Trefny。

Vietnamese

Nếu bạn cần hỗ trợ về đề nghị mời thầu này, vui lòng gửi email cho Gretchen Trefny tại heatcapture@tpl.org

Khmer

បើអ្នកចាំបាច់ត្រូវការជំនួយដោះស្រាយបញ្ហាសំណើនេះ សូមផ្ញើអ៊ីម៉ែលទៅ Gretchen Trefny តាមអាសយដ្ឋាន heatcapture@tpl.org

Burmese

ဤအဆိုပြုလွှာနှင့် ပတ်သက်၍ အကူအညီလိုအပ်ပါက Gretchen Trefny ထံ heatcapture@tpl.org မှတစ်ဆင့် အီးမေးလ်ပို့ပေးပါ။

Summary

Welcoming all artistic disciplines, The Trust for Public Land seeks artists with a background in climate justice, social justice and/or creative placemaking and with experience working alongside communities creating and making work in a specific place that they can deem both inspiring and as their own. Artists will serve as core members of our *Heat Capture: Stories from Philadelphia's Hottest Neighborhoods* team. Service will include working in collaboration with The Trust for Public Land, project lead artist Eve Mosher, community leads and two other selected artists. The artists will develop innovative ways to engage the community to capture personal stories related to the impacts of climate change, specifically urban heat already being felt in Philadelphia, to produce original creative works that amplify these stories and neighborhood parks as mitigating resources.

Background/Context

The Trust for Public Land (TPL) is commissioning three artists or artist teams to work with us and three communities as part of *Heat Capture*. *Heat Capture* is a collaborative, cross community facilitated design process, highlighting personal stories and public space as a resource in a changing climate. Our process is cooperative, community-based and uses arts and cultural expression to amplify personal stories of existing climate impacts and utilize neighborhood parks as a resource to mitigate them. We selected three sites for these projects based on existing relationships in the communities and the need demonstrated in the data assembled by The Trust for Public Land. The sites selected are Cramp Schoolyard and Collazo Playground in Fairhill North Philadelphia, Lanier Playground in Gray's Ferry, and Southwark Schoolyard in South Philadelphia.

The Trust for Public Land will utilize creative collaborations to demonstrate the impact of climate change on Philadelphia's citizens and their ability to advocate for responses to those impacts. By working with artists and residents, we will connect broad climate science and elevated surface temperatures with lived experiences of environmental change at the neighborhood level.

We believe that parks provide a space for adaptation and building community in the face of a rapidly changing climate. The impacts of climate change are already happening - extreme heat in American cities now causes more deaths than all other weather events combined. Even on days when the air temperature is a moderate 68 degrees, surface temperatures of asphalt schoolyards can rise to 115 degrees. Yet on hot days, the ambient temperature in a green, shady park can be 17 degrees cooler than in surrounding densely packed grey neighborhoods; this cooling effect can extend for a half-mile beyond the park's borders. What does this mean for children whose only respite are playgrounds built on scalding hot asphalt, or entire communities that lack green space? How are they experiencing these differences and where are they evident?

Heat Capture will make explicit that climate change is an acutely personal experience, despite its inhuman scale. Moreover, Philadelphians have meaningful and unique stories to tell about how climate change, especially how urban heat shapes their lives. It's these human-centered narratives that can inspire systemic change.

The Trust for Public Land believes that parks and green spaces are a must-have, not-a-nice-to-have for all communities. *Heat Capture* is borne of the belief that parks are a shared community resource that build social cohesion and provide literal space for creative collaboration. The topic of climate change is complex, but our vision is clear, placing people and process at the center of this project. When done with integrity, vulnerability and authenticity, our process will generate public art that reflects local community voices in answering the question: "why should we care about climate change and what can we do about it?"

Project Description

Selected artists, in collaboration with the community leaders and community at large will organize a series of programs to explore that question. Building upon TPL's existing relationships in the communities, artists will address two primary goals: 1) find creative ways and means to capture narratives about climate change and its impact on people, 2) propose unique, arts-based solutions in and around parks that can address this challenge.

This project will follow a methodology for a collaborative, community-focused design in which the facilitation and process are thoughtful, considered, and hold space for the emotional challenges of working on climate change in already stressed neighborhoods. Local artists will work in collaboration with community members, The Trust for Public Land and Eve Mosher in envisioning a process that could include community engagement programs, performative actions, creative placemaking strategies, interviews, convenings, celebratory events, and documentaries. Inherent in this methodology will be a strong shared framework within which there is great flexibility to respond to opportunities and issues as they arise. This framework will be co-designed by TPL, Eve, the selected artists and the community leads.

Artistic interventions that arise from these community stories will be designed and created by the artist in close collaboration with the community, with a primary audience of the community, while upholding aesthetic standards. Artistic rigor will be balanced with a recognition of the need for communities to express their own personal stories and expressions.

Heat Capture is an exciting opportunity for artists and community residents to bring their leadership and agency in co-creating solutions that meet community needs. Ultimately, this project aims to enable communities the ability to withstand the short and long term impacts of climate change, build a greater sense of cohesion and resilience, and lift up local advocates.

Details

Proposals are due on February 28, 2020 at 5:00 PM EST. Artists interviews will begin the following week. Artist selections will be announced on March 18. Artists/Artist teams will be expected to participate in an evening meeting on April 16 and an all-day meeting on Saturday, April 18, 2020. Artist will facilitate community engagement and collaboration practices May-September (approximately 6-8 community

meetings). The engagement will culminate in the Artist preparing a project proposal in September of 2020 focusing on the creation of a unique, arts-based solution in and around the selected parks that can address this challenge of climate change. The proposal will provide the methods and materials for executing the selected artistic expression and will be based on a budget not to exceed \$15,000.

Upon review and approval of the proposal by the Steering Committee, Artist will be expected to take on a lead role in the production and installation of the work during 2021 as well as collaborate on community engagement with the work throughout that year. During 2022, Artists will be expected to participate in a feedback process led by The Trust for Public Land and lead artist. Artists will be required to participate in two (2) Steering Committee meetings per year over the course of the two and a half year project, as well as semi-regular Artist check in calls between the three (3) artist teams and lead artist, Eve Mosher.

Selected three (3) Artists or Artist teams will work with TPL, community leads and lead artist, Eve Mosher to support their outreach, budgeting, and communications. Eve will also provide assistance in developing engagement frameworks, creative outreach and story capture methodology. During the course of the project, there will be a marketing team and documentary team working to promote and capture the process and outcomes of *Heat Capture*.

Project Schedule - March 2020 to June 2022

The selected applicant will be expected to begin the work in March of 2020. The Artists' engagement will continue with the community through project launch, implementation and stewardship in 2021. Artists will participate in a feedback process in 2022.

PHASE 1 Collaborative Design

Stage 1

March 30, 2020: Start of Services

April 16 - Kickoff meeting with Steering Committee, Advisory Committee and other selected Artists

April 18 - Community engagement planning with Steering Committee and selected Artists

May- September 2020: Community Engagement and Project Exploration

Stage 2 - September 2020: Project Proposal and Budget development due to *Heat Capture* Team

PHASE 2 Installation

Stage 1 - November 2020-April 2021: Project Design and Production

Stage 2 - Spring/Summer/Fall 2021: Project Implementation

PHASE 3 Stewardship and Assessment

Stage 1 - Fall 2021 Development of project stewardship plan

Stage 2 - January-June 2022: Project Review and Feedback Process

Deliverables

To measure our progress and articulate our efforts, we have provided deliverables that will serve as milestones for our Artists. Throughout the duration of the project, the Artists, with oversight by the *Heat Capture* team, will be expected to:

1. Prepare for and participate in all Steering Committee meetings (2/year). Preparation may include personal stories, presentations on past works and project progress, skillshares and more.
2. Provide bi-weekly updates to the *Heat Capture* Team.
3. Participate in bi-weekly calls with the other Artists and provide updates regarding project related activities in relation to the overall project timeline.

During PHASE 1, the Artist will be responsible for:

1. Planning community engagement activities with community leaders and with assistance from the *Heat Capture* team.
2. Executing community engagement activities (approximately 6-8) to capture personal stories of climate impacts and provide space for creative collaboration on the project outcome.
3. Preparing a proposal for the execution of an original work of art, i.e, an event, performance or installation centered around the park or playground location, developed from the stories heard during engagement as related to climate change.

During PHASE 2, upon approval of Artist proposal developed from the community engagement and with oversight by the *Heat Capture* team, the Artist will be expected to:

1. Produce original work of art to both elevate the personal stories and highlight the public space as places of resilience and response to climate change.
2. Oversee the project production and installation or performance as needed.
3. Plan and execute project engagement with the community during and after installation.

During PHASE 3, the Artist will be responsible for:

4. Creating a plan of stewardship of the project as needed and recruiting community members to fulfill this plan.
5. Assisting in the feedback process at the conclusion of the project.

Selection Criteria & Process

We are seeking Artists with a passion for working within communities and/or social design innovation or those who have an established track record on climate related work with a keen interest in learning how to work within communities. Applicants must be able to demonstrate their experience with either community engagement or climate sciences as well as making work on schedule and within the scope of budget and

schedule. Desirable skills include project management experience and fluency in one of the languages spoken in the neighborhoods such as Spanish, Khmer, Vietnamese, Mandarin, Burmese or Indonesian.

After careful review of all proposals by staff at The Trust for Public Land and the lead artist, a limited pool of finalists will be selected. Finalists' proposals will then be shared with members of a Steering Committee representing the three neighborhoods in which we will be working. The Steering Committee will review finalists' proposals, conduct interviews and select the Artists for *Heat Capture*. Interviews will take place the week of March 9th, 2020 and selections will be announced March 18th, 2020.

Fees

Artists shall be paid \$10,000 for their work as outlined in this RFP for Phases 1, 2 and 3. See Deliverables section. Teams will be expected to divide that amount. Upon completion of community engagement in Phase 1, each Artist or Artist team will make a proposal for executing and/or installing a project with a budget up to \$15,000 which may include additional Artist fees if relevant.

Eligibility

Artists with a relevant combination of experience and skills are strongly encouraged to apply, particularly those with existing ties to the neighborhoods of North Philadelphia, Gray's Ferry and South Philadelphia. All applicants must be eligible to receive compensation for working in the United States.

Application Process

For full consideration, please submit your proposal electronically in PDF form to heatcapture@tpl.org by February 28, 2020 by 5:00 PM EST and with it include the following:

1. Cover Letter with all relevant contact information

This letter should include a brief summary of the reasons for the Artist's interest in the project, the reasons why they are most uniquely suited for the project, and a brief summary of information regarding the most relevant examples of the Artist's work.

2. Artist Resume and Relevant Experience

The Artist shall provide a resume and brief profile and demonstrate relevant experience. The Artist shall provide three (3) portfolio examples of relevant projects that best demonstrate their ability to carry out the scope of work on this project. The portfolio examples must include:

- a. Concise project description
- b. Artist's role and any sub-artists' roles in the project
- c. Community engagement and the community groups and neighborhood to which services were provided

- d. Project completion dates
- e. Fabrication and installation values if applicable
- f. Evidence that the Artist has a local presence in the neighborhoods of Philadelphia
- g. Three reference(s) from clients (within the past 8 years)
- h. Any other supporting documents that may further define the Artist's ability to provide the requested services.

3. Project Understanding and Methodology Narrative

- a. Narrative explaining the Artist's connection to
 - the neighborhoods (if relevant)
 - climate change sciences and impact
 - personal storytelling
- b. Narrative describing the Artist's approach to creative engagement and what the Artist hopes to achieve through this specific project
- c. Narrative on the Artist's community engagement experience and process for this specific project
- d. Narrative that frames the Artist's vision for working with the *Heat Capture* team and how the Artist will implement their vision

APPENDIX A

APPENDIX – A1

PROPOSAL SUBMISSION INSTRUCTIONS

1. Review of RFP Documents: Applicant should carefully review the instructions and requirements set out in this RFP and promptly notify TPL in writing via email, of any ambiguity, inconsistency, or error. This should include any requirements within the RFP that may preclude the Applicant from responding to the RFP or add unnecessary costs. This notification must be accompanied by an explanation and be received by the deadline for Request for Clarification (RFC) to the RFP.
2. Requests for Clarification: All questions related to this RFP must be submitted in writing, via e- mail to: [**heatcapture@tpl.org**](mailto:heatcapture@tpl.org). In the interest of fairness, TPL will make all responses and clarifications available to interested artists. If you are interested in receiving responses to questions, please email [**heatcapture@tpl.org**](mailto:heatcapture@tpl.org) by February 12, 2020. TPL will not receive questions from or provide responses to any Artist orally. All questions shall be received by 5:00 PM EST on February 12, 2020. Questions received after this deadline may not be considered. Responses will be provided by 5:00 PM EST on February 13, 2020.
3. Deadline to Submit: Proposals shall be submitted as a PDF via email to [**heatcapture@tpl.org**](mailto:heatcapture@tpl.org) no later than 5:00 PM EST, February 28, 2020. Proposals received by TPL after the deadline for submission may not be accepted.
4. Conformance: Artists shall submit a proposal as per the requirements of the Request for Proposal. Non-conforming proposals may be rejected at TPL's sole discretion.

APPENDIX – A2

COMMERCIAL TERMS

1. Contract: This is a Lump Sum (fixed price) Contract for creative engagement services. A separate Lump Sum contract will be drafted based on the Artist's accepted proposal for execution of the approved project.
2. Acceptance of Standard Terms and Conditions: By submitting a response to this RFP, the Artist accepts the TPL standard terms and conditions and contract and associated particular conditions. Request for addition or exceptions to the standard terms and conditions, contract terms, must be submitted to TPL when the proposal is submitted. Any request must be accompanied by an explanation of why the exception is sought and what specific effect it will have on the Artist's ability to respond to the RFP or perform the contract. TPL will make any final determination of changes to the standard terms and conditions and / or contract. Insurance: The

Artist will be required to obtain general liability insurance for work as an independent contractor. TPL can assist in finding appropriate coverage.

3. Artist Fee: The Artist's fee of \$10,000 shall comprise a lump sum fee inclusive of labor, overhead, administration and profit, and expenses directly related to the creative engagement project such as, but not limited to, printing, plotting and copying, communications, licenses fees, fees paid for securing approvals, courier and mailing, and preparation of presentation materials; industry standard insurance coverage, overtime, and travel expenses. The lump sum fee will include the services of supporting the Artist's sub-Artists. The Artist shall make allowance for time associated with travel to the site and to attending the various meetings.

For the purposes of negotiating fees for additional services, the Artist shall provide a list of hourly rates for the various roles/levels of personnel involved in the project.

Should Artist's Proposal prove acceptable to TPL, the Artist's fee shall remain fixed for the purposes of executing the Agreement beyond the expiry of the period of validity. All rates shall remain valid for the contract period.

4. Payment: Payments shall be made based on the completion and submittal of deliverables for the Stages in each Phase of the Services, upon submittal of acceptable invoice. Completed or progressed deliverables shall be submitted with each related invoice. All payment shall be 30-day net from the date of receipt of an acceptable and approved invoice.

5. Duty of Confidentiality: The Artist agrees to hold all information received and / or collected in strict confidence and to not disclose copy, reproduce or distribute any of it or otherwise make it available to any person or organization without TPL's prior written consent (which may be withheld in TPL's absolute discretion). The Artist will use the information solely for the purpose of considering, evaluating or negotiating the Project and not for any other purpose.

6. Cost of Bidding: The Artist shall bear all costs and expenses associated with the preparation, submission, clarification and negotiation of its Proposal. TPL shall not, under any circumstances, be responsible or liable for any such costs, regardless of, and without limitation to, the conduct or outcome of the bidding, evaluation and selection process.

7. Sufficiency of Proposal: Each Artist is responsible for carefully examining all RFP documents including any and all addenda to ensure that the information provided is adequate and clearly understood and that all RFP documents have been received.

Each Artist shall make its own interpretation of any and all information provided in this RFP and all addenda and shall obtain and verify all necessary data and information including informing itself with respect to all conditions which might in any way affect the cost or the performance of the Services. This includes, without being limited to, familiarizing itself with the site and conduct research activities as required including site visits for reconnaissance. No relief or consideration will be given for errors and/or omissions contained in this RFP and any addendum. The failure or neglect of the Artist to carry out these verifications shall not absolve the Artist from any of its obligations under the requirements of this RFP or the Agreement subsequently executed with the successful Artist.

No action of TPL shall amount to an approval of the contents of the relevant Proposal or acceptance of its suitability for the Project.

8. Period of Validity of Proposal: Proposal must remain valid and open for acceptance for a period of 60 calendar days from the submission date. TPL reserves the right to request an extension of validity of all proposals at any time during the period of validity. TPL may, not later than five (5) business days prior to the expiration of the period of validity, request the Artist's consent to an extension of the period of validity.

APPENDIX – A3

ARTIST PROJECT TEAM RELEVANT EXPERIENCE (supply only if applicable)

The Artist shall provide project team experience, expertise and services that include:

- Description of the project team members and their role on the project.
- Resume describing each team member's relevant project experience

Team identified above shall remain available for the duration of the contract. Any change in project team shall be immediately communicated to TPL. TPL may, at its sole discretion, either (a) agree to the substitution of such team member (b) request that another substitute be proposed by Artist.

If negotiations are held during the period of validity of the proposal, the Artist shall undertake to negotiate on the basis of the proposed team members.

EXHIBIT A

CERTAIN TERMS AND CONDITIONS

Work to be performed by the successful Artist shall be performed subject to the terms of a written agreement between the successful Artist and TPL. Such agreement shall be based upon a standard AIA form of agreement, revised to reflect the terms and conditions set forth herein, other terms and conditions deemed necessary by TPL, and project-specific modifications based upon the successful Artist's proposal.

Certain of the terms and conditions to be contained in such agreement are described in the various sections of this RFP and in Exhibit A attached to this RFP and made a part hereof. The requirements, terms and conditions contained in this RFP shall not be deemed all-inclusive. The agreement between Artist and TPL described above may contain terms not included in this section or elsewhere in this RFP. Further, TPL may waive in writing any one or more of such requirements, terms or conditions.

Artist is hereby advised that, as of the date of this RFP, the legal relationships between TPL and School District of Philadelphia (SDP) remain subject to further elaboration, and that, therefore, the material goals, terms and provisions of TPL's involvement in the project may change. Such changes, if they occur, could affect the scope of work summarized herein and any and all other provisions of this RFP.

Any proposal submitted by any Artist pursuant to this RFP shall be deemed a solicitation for offers, to which TPL may or may not respond in the exercise of TPL's discretion. Nothing in this RFP shall obligate TPL to contract with any Artist, and TPL reserves the right to disregard or reject any or all proposals. Further, TPL reserves the right to offer to contract selectively with an Artist for one or more specific project sites or portions of such sites. If TPL shall elect to make an offer to an Artist, neither TPL nor such Artist shall have any obligation to the other until a final form of agreement has been executed by and delivered to both such parties. TPL's offer may be withdrawn at any time prior to the execution and delivery of such agreement, and, in such event, the Artist from whom the offer was withdrawn shall have no recourse to TPL or any other party.

Artist is advised that TPL is acting as an independent principal and not as an agent or representative of The City of Philadelphia (City), School District of Philadelphia (SDP), Philadelphia Parks and Recreation (PPR) or any other party. TPL does not have, nor shall TPL obtain at any time, the power or authority to obligate or bind the City, SDP, PPR or any other party. In the event that an Artist enters into an agreement with TPL in furtherance of the matters described in this RFP, any recourse Artist may have shall be only to TPL and only as specifically set forth in said agreement.

EXHIBIT B

REQUIREMENTS OF THE CONTRACT

A. By submitting a proposal, Artist shall be deemed to have represented and warranted to TPL that Artist has the capability, experience and means (including any and all registrations and licenses) required to perform the services contemplated by the RFP and that such services will be performed in a manner consistent with accepted professional standards and practices.

B. All data, drawings, specifications and other documents and/or products prepared by Artist for TPL shall become the property of TPL. Owner may grant to artist a license to utilize drawings, design concepts, photographic or artistic representations of the work provided that those components are not reused in whole by artist without the express prior written consent of Owner.

C. The City of Philadelphia (City), School District of Philadelphia (SDP), Philadelphia Parks and Recreation (PPR), (or any one or more of the foregoing) may be third-party beneficiaries of the contemplated contract between Artist and TPL, but only if such parties individually request and accept the grant of such third party rights in a writing addressed to TPL, or such grant or designation is contained in an agreement between TPL and any of the foregoing.

D. Artist may be expected to maintain and provide evidence of insurance coverage, as evidenced by validly-issued Certificates of Insurance.

E. Artist shall indemnify, save harmless and defend TPL, The City, SDP, PPR, and their respective officers, employees, representatives and agents from all liability, losses, damages, costs and expenses (including reasonable attorneys' fees), claims, actions, demands, suits, orders, decrees or judgments or other expenses arising out of, relating to or incidental to the work performed by Artist, provided that any such claim, damage, loss or expense is caused in whole or in part by the errors, omissions and/or negligence of Artist or its subcontractor, and/or any of the officers, employees, representatives, or agents of the foregoing. The obligations of Artist shall survive completion of the work at the sites and expiration or earlier termination of the agreement between Artist and TPL.

F. The agreement may set forth accounting and record keeping requirements to be maintained by Artist and any subcontractors, as well as provisions regarding post-completion access to such records by TPL, The City of Philadelphia, School District of Philadelphia, Philadelphia Parks and Recreation, and State of Pennsylvania personnel.

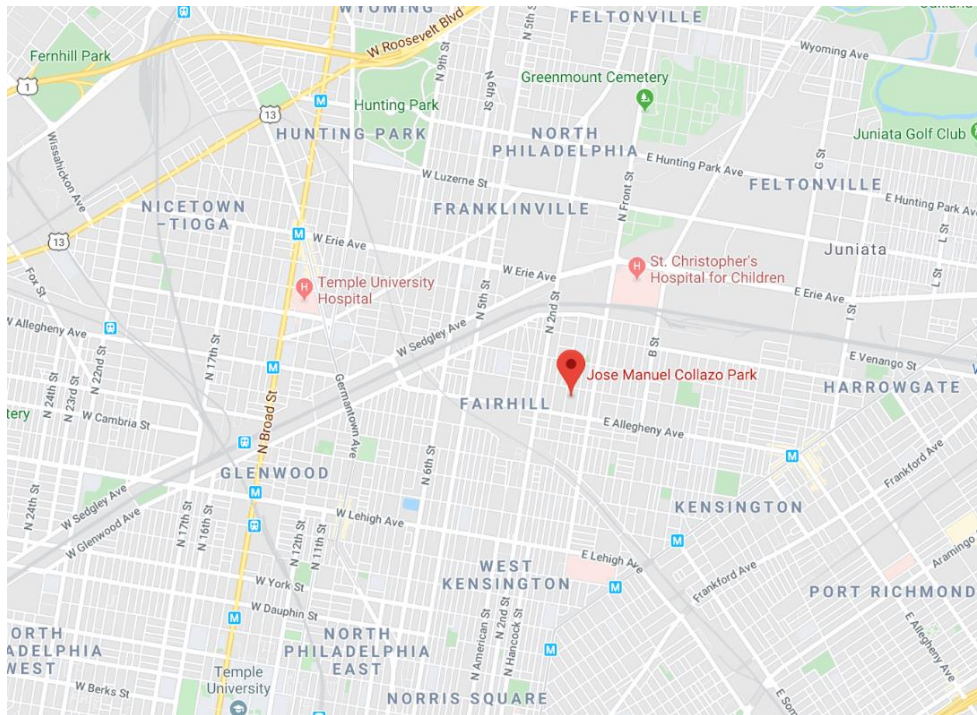
EXHIBIT C

SITE INFORMATION

Lanier Playground - Gray's Ferry



Cramp Schoolyard and Collazo Playground - Fairhill North Philadelphia



Southwark Schoolyard - South Philadelphia





BEFORE

Lanier Playground

2900 TASKER STREET, PHILADELPHIA, PA 19145

JESSICA ANDERSON

215.240.7719

jessica.anderson@tpl.org

THE
TRUST
FOR
PUBLIC
LAND



AFTER



BEFORE

William Cramp Elementary School

3449 NORTH MASCHER ST., PHILADELPHIA, PA 19140

The new schoolyard was designed by students to be a special place for the entire community to play, learn and come together.

JESSICA ANDERSON

267.519.5305

jessica.anderson@tpl.org

THE
TRUST
FOR
PUBLIC
LAND



AFTER



Jose Manuel Collazo Playground

130-60 W. WESTMORELAND STREET PHILADELPHIA, PA 19133

The community-designed playground now includes new handball and basketball courts, gardens and trees, community commons, a walking track, a playground and water spray features.

15,000 residents
within a 10-minute walk

THE TRUST
FOR
PUBLIC
LAND





BEFORE

Southwark Schoolyard

1835 S. 9th STREET, PHILADELPHIA, PA 19148

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AFTER