



PETERSBURG INDIAN ASSOCIATION

P.O. Box 1410
15 N 12th Street
Petersburg, Alaska 99833
907-772-3636

PETERSBURG INDIAN ASSOCIATION (PIA)
REQUEST FOR PROPOSAL
PROFESSIONAL ARTIST SERVICES CONTRACT for
Children's Tlingit Canoe Project at Sandy Beach Park, Petersburg, Alaska

Advertised: August 4, 2023

Proposal Submission Deadline: August 19, 2023

Authorized by: PIA Tribal Council

Project Summary: Design and construct a children's size Tlingit canoe for Sandy Beach Park, Petersburg, Alaska. Acquire a cedar or spruce log, shape it into a selected dugout option, embellish it with a Tlingit design, and preserve the canoe for durability.

Scope of Work.

- Acquire a spruce or cedar log to carve a finished canoe ten feet long by three feet wide with a 1½"- 2" hull thickness.
- Present dugout style options to PIA.
- Present embellishment style options to PIA.
- Artistically carve the dugout option and apply the selected embellishments to the canoe.
- Apply a finish to protect the canoe against splits, chips, and the weather.

Contract Deliverables

Assist in the shipping and delivery of the canoe to the Petersburg Indian Association. PIA will pay for the shipping of the canoe to Petersburg.

Experience

Interest and experience in carving a Tlingit dugout canoe are preferred.

Timeline

- Executed Contract - September 1, 2023

- The work starts as of the date of the last signature on the contract.
- Acquire the spruce or cedar log for carving.
- Present dugout shape options to PIA.
- Present embellishment options to PIA.
- December 1, 2023
 - Shape and hollow out the canoe to finalized form
 - Paint and or embellish the canoe
 - Preserve dugout surface
- June 1, 2024
 - Assist PIA in shipping the canoe to Petersburg Indian Association
 - Complete contract paperwork and payment
- June 30, 2024, Expiration Date
 - The expiration date is the completion date of all work activities.

Proposal and Submission Requirements

1. Title Page with RFP Name and subject, name of the artist or firm, address, telephone number(s), email address, physical and mailing address, name of contact person, and date.
2. Statement of Work
 - a. Period of Performance
 - b. Artists involved in the project
 - c. Scope of Work
 - d. Experience
 - e. Fee Schedule
 - f. Cost - Provide a total not to exceed cost based on time and materials for all services required to deliver the project
3. Signature of the responsible party

Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposal Acceptance Period

The proposal award is anticipated to be announced on August 23, 2023, although all offers must be complete and irrevocable for 60 days following the submission date.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Artist is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will become public information. Proposal Format
Proposals are to be prepared in such a way as to provide a straightforward and concise delineation of the proposer's capabilities to satisfy the requirements of this RFP.

Signature Requirements

All proposals must be signed by the Artist. The name and title of the individual(s) signing the proposal must be shown immediately below the signature.

Proposal Submission

Proposals may be emailed, mailed, or delivered to Petersburg Indian Association prior to the date and time specified in the RFP.

Email Address:

Chad Wright
tribaladmin@piatribal.org
and
Susan Harai
susanharai@piatribal.org

Physical Address:

Petersburg Indian Association
Tribal Transportation Dept.
15 N 12th Street
Petersburg, AK 99833

Mailing Address:

Petersburg Indian Association
Tribal Transportation Dept.
PO Box 1410
Petersburg, AK 99833

Oral Change/Interpretation

No oral change or interpretation of any provision in this RFP is valid. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Petersburg Indian Association.

Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by the artist. A final proposal cannot be changed or withdrawn after the time designated for receipt.

Late Submission

Proposals not received prior to the date and time specified in the RFP will not be considered.

Rejection of Proposals

The Petersburg Indian Association reserves the right to reject any or all proposals.

Evaluation of Proposals

The criteria to consider during evaluations and point values are as follows:

1.	Artist experience	10 points
2.	Scope of work	40 points
3.	Cost	30 points
4.	Native Preference	20 points
Total points available for		100 points

Quantitative Rating Factor

Proposals will be ranked using the following rating factors for each criterion:

- 1.0 Outstanding
- 0.8 Excellent
- 0.6 Good
- 0.4 Fair
- 0.2 Poor
- 0 Unsatisfactory

The rating factor for each criteria category will be multiplied by the points to determine the total points.

Evaluation Process

A committee of individuals will evaluate the proposal and rank the proposal as submitted.

Selection Process

The proposer with the highest total evaluation points may be invited to enter into a contract with Petersburg Indian Association.