

REQUEST FOR PROPOSALS

CALL FOR ARTISTS FOR THE

**CITY OF GREENSBORO –
DUNLEATH NEIGHBORHOOD PEDESTRIAN ARCHWAYS**



ISSUE DATE: OCTOBER 15, 2025

**CITY OF GREENSBORO
ENGINEERING AND INSPECTIONS DEPARTMENT**

DUE DATE: NOVEMBER 15, 2025

1. Project Description & Background

The City of Greensboro and the [Dunleath Historic Neighborhood Association](#) are requesting bids for the design and construction of two pedestrian archways at designated entranceways for pedestrian access from the Downtown Greenway. These archways will be made of wrought iron or similarly long-lasting materials and powder-coated, and include “Dunleath Historic District” horizontally overhead and within the arch. The project will be funded with Dunleath Municipal Service District Revenue.

The Historic Dunleath neighborhood holds several distinctions including designation as both a locally zoned historic district and a district on the National Register of Historic Places. In addition, the area was established as a Municipal Service District (MSD) under North Carolina law and shares the same boundaries as the local district. Properties within the MSD are taxed at a slightly higher rate to fund enhancements aimed at preserving and enhancing the historic character of the district. The neighborhood has an adopted Strategic/MSD plan that outlines priority actions for improvements in the neighborhood utilizing these funds. This project is part of a larger beautification and identification project and is entirely funded under the MSD program.

The Dunleath name originates from the “Dunleath” Estate built by Robert and Mary Eloise Adams Dick in 1857. The mansion was located on the western side of the property, facing what is now Church Street in a primeval oak forest on the western edge of their farm. The Dunleath mansion survived until the late 1960s. Eventually it fell into disrepair and was demolished, although some of the stone masonry from it can still be found in the woods behind the Dunleath Community Garden. Some decorative ironwork from the mansion is also on display in the [Voices of a City](#) exhibit at the Greensboro History Museum. The ironwork that was prevalent on the mansion and the arches that adorned the front porch provide the inspiration for the design details of the new pedestrian gateway features.

Dunleath is a charming, historic neighborhood on the northeast edge of downtown Greensboro, rich in architectural heritage and close-knit community spirit. Established in the late 19th century along Summit Avenue, it features elegant Queen Anne, Colonial Revival, Craftsman, and Foursquare homes—many with wide porches and mature trees—earning its place on the National Register of Historic Places in 1993. Residents enjoy family-friendly events like the beloved Porchfest, where neighbors host musicians on their front porches, drawing hundreds of performers and visitors every June. The area is also home to World War Memorial Stadium, the Greensboro Farmers' Curb Market, the community garden on Chestnut St., Sternberger Park, and scenic access to the Downtown Greenway. Walkable, well-lit, and close to downtown, the neighborhood blends historic charisma with modern conveniences and a cohesive sense of pride.

2. Scope of General Commissioning Agent

The artist will collaborate with the City of Greensboro, Dunleath Neighborhood Association, and Greensboro History Museum to fabricate two archways replicating decorative historic ironwork from the Dunleath mansion as well as the base on which it will be installed. Conceptual renderings and photos are located in **Appendix A**, and original ironwork will be made available to the artist in collaboration with the Greensboro History Museum. Any long-lasting material that replicates the look and feel of the original ironwork is allowable. The artist should demonstrate knowledge of minimally invasive techniques to preserve and protect the original artwork when reproducing the historic ironwork. The final design will be approved by the City of Greensboro, Dunleath Neighborhood Association, and

Historic Preservation Commission and signed and sealed by a registered North Carolina engineer as a part of this project.

1. Locations (See **Appendix A**):
 - a. From the Downtown Greenway to Percy Street & Park Avenue
 - b. From the Downtown Greenway to Heritage Place & Percy Street
2. Size Requirements:
 - a. Estimated dimensions are 6'-6" wide x 11' height.
 - b. Raised applied letters or cut/engraved. 5'-4" +/- inside dimension. Final size determined by site survey

3. Total Project Budget

The total project budget will be \$150,000. The contract will include design development, neighborhood engagement, final design completion, engineering, fabrication, equipment rental, permits, insurance, storage, installation, materials, travel and accommodations and any other costs incurred by the artist. The Contractor will work with City of Greensboro Planning, Department of Transportation, and Engineering and Inspections departments, as needed, as well the Dunleath Neighborhood Association. The City will provide a site survey and locate utilities for both sites.

4. Proposals

Interested artists, fabricators, or artist teams are invited to submit proposals for consideration. Submissions should demonstrate the applicant's ability to successfully design, fabricate, and install public art of similar scope, scale, and complexity. All materials must be combined into a single PDF document or organized digital folder.

Proposals should contain the following:

- a. A cover letter signed by a person empowered to commit the firm to a contractual arrangement with the City of Greensboro. The cover letter should also include all contact information, (phone number, email address, and mailing address.) The letter should identify the person who will be responsible for regular communication with the City of Greensboro;
- b. A brief history of the firm, including the following:
 - Size of the firm and office locations; and
 - Location of the office where the work associated with the project will be performed.
- c. Range of services provided, relevant work experience, capabilities and expertise that qualify the firm to undertake this project. Relevant work experience should include projects of similar size undertaken within the last five (5) years. For each project, include the name, title, email and telephone number of a contact person whom the City may contact;
- d. Identify the individuals who will be providing services to the City, listing their individual work experience and certifications;
- e. A description of the firm's approach and methodology to execute the services required for this project including pertinent certifications outlined in Qualifications of Firm;
- f. All proposals should be limited to a maximum of the (10) pages. Proposals consisting of more than ten (10) pages may be rejected. The cover letter, table of contents (if used), certificate(s) of insurance, dividers, and front and back covers will not count toward the limit.

Selection Criteria

A selection panel of city and neighborhood representatives will review eligible artists' applications, determine a shortlist of finalists, interview three to five finalists and select one artist or team of artists to enter into contractual agreement for this project. City of Greensboro will provide further details and contract specifics to the selected artist.

Qualifications of Firm (25 points)

- Demonstrated excellence in metalwork or similar fabrication projects
- Precision, durability, and attention to detail in previous work
- Ability to faithfully execute an existing design intent

Technical Expertise (20 points)

- Proven experience with wrought iron or comparable metals, powder coating, and other finishes suitable for long-term outdoor display;
- Understanding of structural, engineering, and installation requirements.

Past Performance (20 pts)

- Successful completion of public art or architectural fabrication projects of similar scale, complexity, and budget within the last five years.
- Consultant's performance on similar projects either for the City or based on information gathered by the City including client references; record of professionalism, communication, and follow-through on past projects.

Project Management (20)

- Demonstrated capacity to manage all phases of fabrication and installation efficiently; and ability to meet project deadlines and budget
- Familiarity with municipal contracting processes
- Experience working safely and effectively on-site
- Ability to coordinate with City departments, Dunleath neighborhood association, and utility contractors

M/WBE Proposed Utilization (10 pts)

To encourage M/WBE participation in the contract, the City will award ten percent (10%), or ten points, of the total available selection criteria Points to a Respondent on a sliding scale based upon the level of M/WBE participation on its team performing a Commercially Useful Function. Of the 10 points, up to five points will be awarded for utilizing certified MBE firms and up to five points for using certified WBE firms. The distribution will be as follows: the respondent with the highest level of participation receives the maximum 5 points, and the lowest participation level receives the fewest points. If a Respondent subcontracts any portion of the contract to subcontractors, service providers and/or suppliers, the information shall be reported on Appendix A-Affidavit C, Subcontractor Utilization Commitment Form.

Local Preference (5 points) (Refer to Appendix B & Appendix C if applicable)

This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project.

The City will require the selected Consultant to participate in negotiations of the fees for the project and to submit resulting proposals. The City reserves the right to perform all or some of the services described in this document with its own work force.

Schedule for the Selection Process: The following is the anticipated schedule for the Consultant(s) selection process:

<u>Task</u>	<u>Date</u>
City of Greensboro RFQ issued	October 15, 2025
Written Questions	November 1, 2025
Responses from City Due	November 8, 2025
Completed RFQ due to City of Greensboro-Engineering and Inspections Department	Must be received by City no later than November 15, 2025
City review and Selection of Short List of Qualified Consultants, if applicable	November 15, 2025 – December 15, 2025
Interviews with potential Qualified Consultants, if needed	December 17, 2025 - December 19, 2025.
City's Consultant Selection	On or before December 23, 2025.

Project Timeline

Contract begins January 2026 with tentative completion by end of December 2026.

1. **GENERAL PROVISIONS**

- 1.1. Insurance Requirements: Any contract entered into as a result of this Request will require the Consultant(s) to obtain and maintain the following minimum insurance coverage:
 - 1.2. General Liability Insurance, including but not limited to coverage for all premises and non- premises operations, independent contractors, broad form property damage coverage, including explosion, collapse and underground property damage hazards, personal injury liability protection including coverage relating to employment of persons, contractual liability protection, and products and completed operations coverage. This insurance shall provide bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$500,000 for each occurrence and not less than \$500,000 in the aggregate. The General Liability Insurance shall name the City of Greensboro as an additional insured, and the insurance shall be primary and non-contributory to any other insurance that may be available to the City.
 - 1.3. Professional Liability Insurance with limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate. This Professional Liability Insurance shall provide coverage for the claims concerning the Contractor's errors and omissions for the scope of services provided to the City under this Agreement, including but not limited to, claims concerning the preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications, and claims relating to supervisory, inspection, architectural or engineering activities.
 - 1.4. Automobile Liability Insurance, covering owned, non-owned, hired vehicles and trailers using in connection with this project. This insurance shall provide bodily injury and property damages limits of not less than \$1,000,000 combined single limit/aggregate.
 - 1.5. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each occurrence. In case any work is sublet under this Agreement, the Consultant shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This Agreement shall be void and of no effect unless the Consultant shall secure and keep in effect during the term of this Agreement the Consultant's compliance with the provisions of the Worker's Compensation laws of the State of North Carolina.
 - 1.6. The successful proposer(s), if any, must provide a Certificate of Insurance and Additional Insured Endorsement verifying coverage for the City of Greensboro within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts. Timely annual renewals will also be required.
2. Non-discrimination: It is the policy of the City not to enter into a contract or to be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, subcontractors or commercial customers on the basis of age, color, sex, disability, national origin, race, religion, or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial

customer's employees or owners; provided that nothing in this Request shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring.

- 2.1. The Respondent must certify and agree that the following information is correct: As a condition of entering into this agreement, the company represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section V. A. 1. of the M/WBE Program Plan. As part of such compliance, the company shall not discriminate on the basis of race, color, religion, national origin, sex, age, or disability nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of agreement and may result in termination of agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.
3. Conflict of Interest: No officer, employee or agent of the City, shall participate in the selection or in the award or administration of a contract supported by federal, state, or City funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when any of the following persons or entities has a financial or other interest in the firm selected for the award:
 - (i) The employee, officer, agent;
 - (ii) Any member of his immediate family;
 - (iii) His or her partner; or
 - (iv) An organization which employs, or is about to employ, anyone listed in (i) through (iii) above.
8. The grantee's or sub-grantee's officers, employees or agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements except as may be allowed in the City's Gift Policy, B-20.
The Definitions for the terms Officer, Employee and Agent as used in this Section are as follows:
 1. **Officer** - An individual who is elected to or appointed to serve or represent the City of Greensboro, other than an employee or independent contractor of the City.
 2. **Employee** - Those individuals who are employed at will by the City of Greensboro for remuneration, whether full time or part time, benefited or non-benefited, and are charged with implementing City policies and City Council goals and objectives.
 3. **Agent** - Those individuals or companies who are authorized to act on behalf of the City and who provide services or products, whether contractual or not.The Respondent must certify and agree that there are no conflicts of interest as defined above.
9. Indemnification: In supplemental agreements resulting from selection under this Request, the Consultant must agree to indemnify and save harmless the City of Greensboro, its officers, agents and employees, against all claims, actions, lawsuits and demands, including reasonable attorney fees, made by anyone for any damages, losses or injuries of any kind, including environmental, which may arise from the sole

negligence of Consultant, its agents or employees, or as a result of work performed pursuant to this Contract.

10. E-Verify: The Respondent must certify that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Contract, it will continue to comply with these requirements. Consultant must also certify that it will require that all of its subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes for work performed for the City.
11. Iran Divestment Certification and Divestment from Companies Boycotting Israel: The Respondent must certify that it is not listed on the Final Divestment List or Do-Not-Contract List created by the State Treasurer pursuant to N.C.G.S. 147-86.58 (Iran) and 147-86.81 (Israel) and that the firm will not utilize any subcontractor found on the State Treasurer's Final Divestment List for either or the Do-Not-Contract-List.

6. QUESTIONS

This Request is issued by the City of Greensboro Engineering & Inspections Department. Any questions concerning this Request shall be submitted in writing and addressed to Elizabeth Jernigan by email to elizabeth.jernigan@greensboro-nc.gov. The deadline for questions is November 1, 2025 . All questions will be answered by via email no later than November 8, 2025.

Submittal Date and Time: The proposal must be received by the City **no later than 5:00pm on November 15, 2025. Proposals received after the scheduled receipt time stated above will not be accepted.** Proposals received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission is welcome and appreciated.

Submittal Address:

- One (1) original copy and one (1) electronic copy in PDF format via USB drive. Provide a certification statement that USB drive does not contain any harmful files to the City. Both the original copy and the electronic copy must be provided in one package delivered by the submittal deadline. The hard copy should contain front and back print to the extent possible to conserve paper.

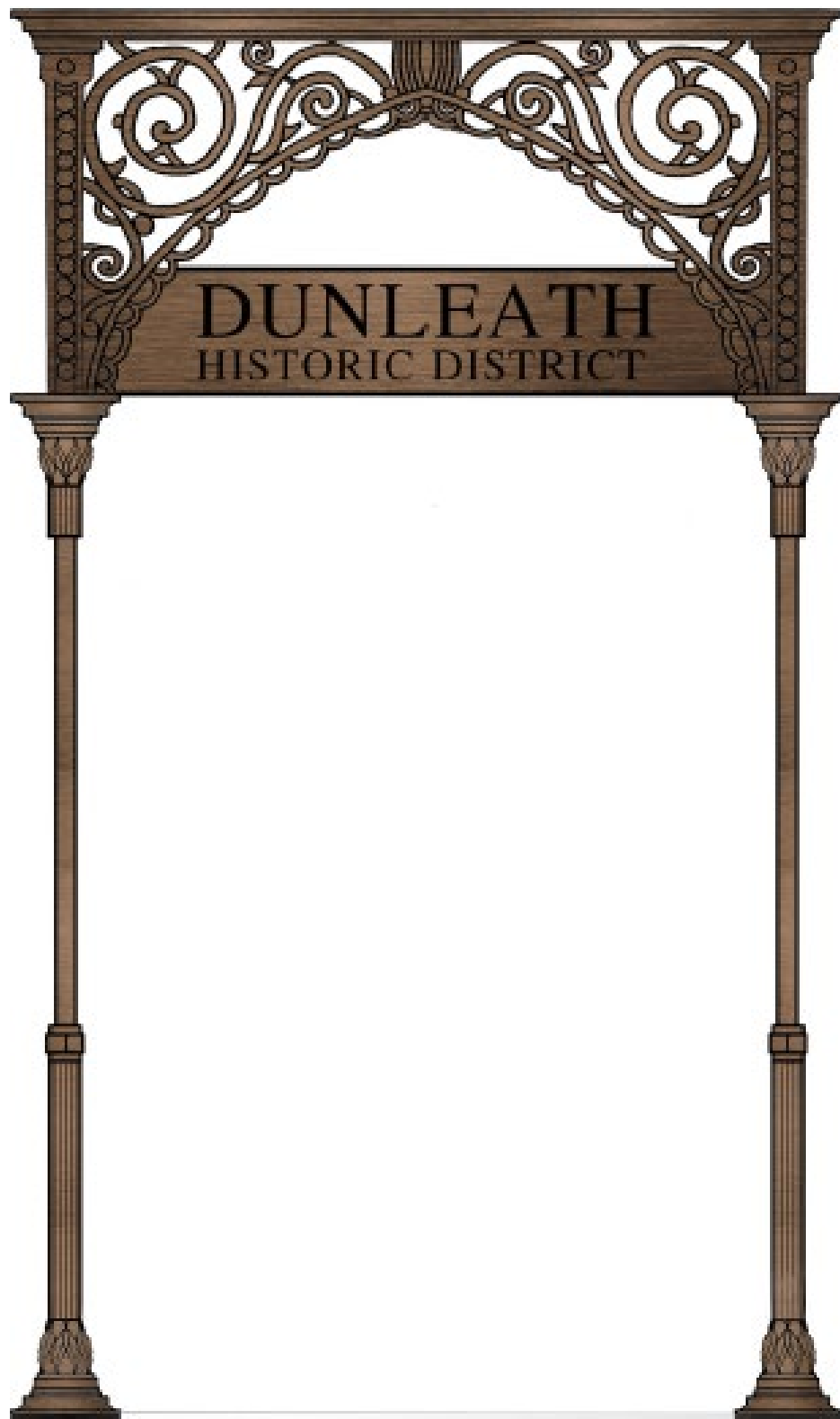
Submissions should be made to:

Elizabeth Jernigan
City of Greensboro
Melvin Municipal Building
Engineering and Inspections Department
300 W. Washington St.
Greensboro, NC 27401

Appendix A – Project Specific Details



Photo 1: Dunleath Mansion Actual Ironwork - Greensboro Historical Museum



Rendering 1: Rendering of proposed pedestrian archway

Dunleath Sign Locations



Legend

Sign Type

Archway

Boundaries

Summit Avenue Historic District

Local Historic Districts

Parks and Open Space

Pedestrian Archways



Date Exported: 7/16/2025

Map 1: Pedestrian Archway Locations

Appendix B-Affidavit C-MWBE

Affidavit C1 – Subcontractor Utilization Commitment

Name of Prime Contractor: _____ Project Name: _____

The Bidder/Participant must indicate all subcontracts (M/WBE & NON-M/WBE) it intends to utilize as follows:

MBE	WBE	NON M/WBE	Subcontractor Name & County**	Nature of Work to be Performed	% Utilization
<i>**Only MWBE firms that are certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and have a significant business presence within the Greensboro relevant marketplace will be counted towards the MWBE goal(s).</i>					Total NON-M/WBE Utilization Commitment
					Total MBE Utilization Commitment
					Total WBE Utilization Commitment

(Submit Additional pages, if necessary)

Pursuant to the City of Greensboro Minority and Women Business Enterprise (MWBE) Program Plan, the Respondent certifies that the above Minority/Women-owned Business Enterprise(s) was (were) contacted in good faith.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith.

Date _____ Name of Authorized Officer _____
 Signature _____ Title _____
 State of _____ County of _____
 Notary Public _____ My commission expires _____

SEAL

Appendix C - City of Greensboro Local Preference Policy

1. **Background.** According to the Institute for Local Self-Reliance, “a growing body of research shows that locally owned businesses create communities that are more prosperous, entrepreneurial, connected, and generally better off across a wide range of metrics.” In addition, “these studies find that local businesses recirculate a greater share of every dollar in the local economy, as they create locally owned supply chains and invest in their employees.” This recirculation creates a multiplier effect that increases the value of dollars initially spent.

2. **Purpose.** The purpose of the Local Preference Policy is to ensure the best overall value in the procurement of goods and services while providing a preference to local businesses to support the City’s economic development. An additional benefit of a Local Preference Policy is the benefit derived by the City when goods and services are being provided by local businesses which have the opportunity to be more timely and responsive when providing goods and services.

3. **Eligible Bidders.** All bidders that have a **Significant Business Presence** for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) (“Local Area”) are Eligible Bidders pursuant to this policy. A bidder has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year *or* it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year *or* generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City’s advertisement for bids to the general contractors for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.

4. **Process When Bid Involves Price.** Bids to be evaluated as normal. If the lowest responsible, responsive bid is submitted by an Eligible bidder, the bid is accepted as usual. If the lowest responsible, responsive bid is submitted by a non-Eligible bidder, and there is one or more Eligible, responsible, and responsive bidders that have submitted a bid within 5% of the lowest bid, the lowest of the Eligible responsible and responsive bidders is given 2 business days to amend their submission to match the lowest bid. If the lowest of the Eligible responsible and responsive bidders declines to accept at the lower price, the contract is awarded to the lowest responsible, responsive Non-Eligible bidder. If the lowest of the Eligible responsible and responsive bidders chooses to match the lowest Non-Eligible bidder, the contract is awarded to the lowest of the Eligible responsible and responsive bidders at the lower bid rate. At any time, all bids may be rejected.

4.1. **Eligible Local Preference Contracts:**

- a. Price contracts for the purchase of supplies and equipment costing less than \$30,000; and
- b. Price contracts for construction or repair costing less than \$30,000.
- c. Qualitative or Price Competitive Service Contracts

4.2. **Excluded Contracts**

- a. P Cards
- b. Urgent Contracts
- c. Fuel Contracts
- d. Cooperative Purchase Contracts
- e. Contracts Excluded by Discretion of City Manager’s Office

5. **Process When Considering Qualifications for Service Contracts.** The request shall state that being local is a factor to be considered in determining the qualifications of the bidder. The proposals will be evaluated in accordance with an award criteria developed to determine the best qualified, responsive bidder submitting a proposal. Five percent (5%) of the points awarded to a bidder in an evaluation shall be awarded to each eligible local bidder submitting a proposal.

6. **Scope.**

- 6.1. This policy shall not apply to contracts involving projects funded by a federal or state grant unless expressly allowed by the terms of the grant or federal or state law or regulation.
- 6.2. Nothing in this policy shall be construed to require the City to contract for services or

goods by request for proposals or request for qualifications.

6.3. This policy shall apply to procurement processes managed by the City, as well as by third-parties on the City's behalf or for the City's benefit.

6.4. This policy does not conflict, and shall not be construed to conflict, with the City's Minority and Women Business Enterprise ("MWBE") policy. In the event of a conflict between or among the provisions of this policy and the MWBE policy, the conflict shall be resolved by giving precedence to the MWBE policy.

7. Definition: Bidder can be defined as any bidder, service provider, vendor, or consultant, as determined by the RFQ/RFP/RFB that accompanies this policy.

**Appendix D-Local Preference Policy – Eligible Bidder Certification
(complete if Local Eligible Bidder)**

I, _____ (the individual certifying below), being duly authorized by

and on behalf of _____, the entity (“Bidder”) submitting a bid or proposal on the solicitation from the City of Greensboro (“City”) certifies as follows:

1. Bidder has read, understands, and agrees to be subject to and bound by the policy, rules, and conditions set forth in the City's Local Preference Policy.

2. Bidder understands “Eligible Bidder” is defined by the City’s policy as follows:

Eligible Bidders. All bidders that have a Significant Business Presence for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) (“Local Area”) are Eligible Bidders pursuant to this policy. A bidder has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year or it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year or generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City’s advertisement for bids to the general contractors for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.

3. Bidder is an “Eligible Bidder” as defined by the City’s policy (mark Yes or No):
 - a. YES _____, or

 - b. NO _____

Signature of Authorized Certifying Official

Print or Type Name: