

City of Mentor

Request for Statement of Qualifications

President James A. Garfield Statue



Due: 5:00 p.m., Friday, November 28, 2025

CITY OF MENTOR

85500 Civic Center Boulevard

Mentor, Ohio 44060

(440) 974-5760

www.cityofmentor.com

Request for Statement of Qualifications

James A. Garfield Statue

The City of Mentor is accepting Statement of Qualifications (SOQs) from sculptors to craft and install onsite in Mentor, Ohio, a life-size, realistic, outdoor, statue of former U.S. President James A. Garfield.

Mandatory Submittal

Company _____

Sculptor _____

Address _____

Phone number _____

Email address _____

Applicants must provide no more than a five-page narrative addressing the below scoring methodology. Also, include a maximum of two additional pages of images identified with locations of previous representative work. Layout requirements: 8.5" x 11" size, 1" margins, and 12-point font.

Scoring Methodology

1. Project sculptor/manager experience (30 points)
2. Strength/experience of assigned staff, including subcontractors (15 points)
3. Sculptor's current workload / availability of personnel (10 points)
4. Sculptor's past performance and references (20 points)
5. Project approach to meet goals, proposed timeline with activities (25 points)

Total Points: 100

Designated Contact & Submission

Questions regarding the project may be addressed to Kevin Grippi at 440-974-5714. SOQs must be submitted by mail to the city at 8500 Civic Center Boulevard, Mentor, Ohio 44060 or electronically to Grippi@cityofmentor.com prior to the end of business or 5:00 p.m. Any qualifications received after the designated date and time will be ineligible for consideration.

Acceptance

The City of Mentor reserves the right to reject all qualifications and the right to rank sculptors in the best interest of the City. Sculptors are responsible for all costs associated with the preparation and submission of SOQs.

Conflict of Interest and Restrictions

If any sculptor's employee, subcontractor, or individuals working on the proposed project may have a possible conflict of interest, it must be declared in writing and submitted to Mr. Kyle Kasky, City of Mentor Finance Department (Kasky@cityofmentor.com) no later than on or before November 17, 2025, by 5:00 p.m. The City of Mentor will determine in writing if the conflict is significant and material and if so, may eliminate the contractor from submitting a proposal.

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

The responding party certifies to the best of its knowledge and belief the person, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by a federal agency. The respondent must also declare they have not, within a three-year period preceding this request for qualifications, had one or more contracts terminated for default by a federal, state, or local agency.

Verbal Instructions

Interested parties shall not initiate or execute negotiation, decision, or action arising from verbal discussion with a City of Mentor employee. Only written communications from the designated contact person may be considered an authorized expression on behalf of Mentor regarding this SOQ request. Additionally, only written communications from interested parties are recognized as authorized expressions on behalf of the consultant. The same instructions apply to any subsequent award and agreement communications.

Method of Award

After review and consideration, SOQs will be scored and ranked according to the methodology; interviews may be held with applicants. Fee negotiations will commence with the highest ranked sculptor. If negotiations fail, the next artist on the list will be contacted and so forth until satisfactory terms have been reached in early January 2026.

The award shall be based on the most responsive qualifications and reasonable fee and in accordance with the City of Mentor Purchasing Policy and procedures.

General Information

The City of Mentor reserves the right to waive any informalities or to reject all qualifications. The award of a purchase order will result from a qualification-based selection process and the best and lowest cost services and subject to available funds. This project will be funded by the City of Mentor with assistance from private foundation and federal grant sources.

Deliverables

The selected sculptor will create a life-size statue of former U.S. President James A. Garfield, deliver it to Mentor before July 4, 2026, and assist city employees with installation on a city provided foundation. The sculptor will also attend a brief dedication ceremony at the site of the statue.

Assumptions

Once hired, the sculptor will initially meet with the city administration to determine the statue pose, materials used for fabrication etc... Also, an agreed upon project development timeline with benchmarks for approvals by the administration will be determined.