

Solicitation RFQ-OCITY-065

PREQUALIFIED ARTIST POOL FY2019-2022 FOR PUBLIC ARTS PROJECTS UNDER \$25,000

Bid Designation: Public



City of Oklahoma City and its Trusts

Bid RFQ-OCITY-065
PREQUALIFIED ARTIST POOL FY2019-2022 FOR PUBLIC ARTS PROJECTS
UNDER \$25,000

Bid Number	RFQ-OCITY-065
Bid Title	PREQUALIFIED ARTIST POOL FY2019-2022 FOR PUBLIC ARTS PROJECTS UNDER \$25,000
Bid Start Date	In Held
Bid End Date	Jun 19, 2019 4:00:00 PM CDT
Question & Answer End Date	Jun 12, 2019 4:00:00 PM CDT
Bid Contact	Jennifer Swann Jennifer.swann@okc.gov
Bid Contact	City Clerk cityclerk@okc.gov
Bid Contact	Robbie Kienzle robbie.kienzle@okc.gov
Bid Contact	Cherita Brice cherita.brice@okc.gov
Bid Contact	Randy Marks randy.marks@okc.gov
Contract Duration	One Time Purchase
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Standard Disclaimer	This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts. Certain screens and flags may show the name and/or seal of The City; however, such references do not indicate or change the contracting entity.

Item Response Form

Item	RFQ-OCITY-065--01-01 - PREQUALIFIED ARTIST POOL FY2019-2022 FOR PUBLIC ARTS PROJECTS UNDER \$25,000
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	City of Oklahoma City and its Trusts <u>No Location Specified</u>

Qty 1

Description

Upload your responses to the request for proposals as outlined in the RFP and any related documents to this line item. Please do not ZIP files.

GENERAL INSTRUCTIONS AND REQUIREMENTS FOR PROPOSERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE REQUEST FOR PROPOSAL (RFP) DOCUMENT ARE A PART OF THE TERMS AND CONDITIONS OF THE PROPOSER'S PROPOSAL. ANY EXCEPTIONS TO THESE INSTRUCTIONS, REQUIREMENTS OR THE RFP PACKET, MUST BE SPECIFIED AND SUBMITTED WITH THE PROPOSER'S PROPOSAL. A PROPOSER MAY ALSO SUBMIT EXCEPTIONS BY UPLOADING A SEPARATE DOCUMENT LABELED "EXCEPTIONS" INTO THE BIDSYSNOC SYSTEM. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THE REQUIREMENTS, INSTRUCTIONS, AND RFP PACKET AND ANY OTHER PROPOSAL DOCUMENTS RELATED TO THIS RFP.

- 1. EXAMINATION BY PROPOSERS:** All Proposers must examine the specifications, drawings, schedules, special instructions and these general instructions and requirements prior to electronically submitting any proposal. Failure to examine is at the Proposer's own risk as the Proposer will be held to the terms, conditions and requirements therein.
- 2. SUBMISSION OF PROPOSALS ELECTRONICALLY TO THE CITY CLERK/SECRETARY:** Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the deadline. There will be no exceptions to this policy.
- 3. DESCRIPTIVE TERMS:** Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalog designation in describing an item does not restrict Proposers to that particular brand name, etc. The term is simply to indicate the type, character, quality and/or performance equivalence of the item desired. However, the proposed substitution item must be of such character, quality and/or performance equivalence as that indicated in the specifications. A proposed substitute item must include complete data as to the manufacturer's name, type, model number, any descriptive bulletins and specifications. This data can be uploaded electronically through the electronic bidding system.
- 4. EXCEPTIONS:** Any exceptions to these instructions, requirements or the RFP packet, must be specified and submitted with the Proposer's Proposal. A Proposer may submit exceptions by uploading a separate document labeled "Exceptions" into the BidSync system. Failure to indicate any exceptions will be regarded as full acceptance of the requirements, instructions and RFP packet and any other proposal documents related to this RFP.
- 5. EXEMPTIONS FROM CERTAIN TAXES:** The purchase of certain goods or services by the Contracting Entity is exempt from the payment of excise, transportation, use, and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Any taxes that are not exempt must be included in the proposed price. No additional payment or compensation will be made for taxes.
- 6. PERFORMANCE BONDS:** If required by the RFP document, the successful Proposer must post a performance bond, a certified check, or a cashier's check in the amount required prior to approval of Agreement/Contract.
- 7. PATENTS:** The Proposer agrees to indemnify and save harmless the Contracting Entity, including any of Contracting Entity's employees from all suits and actions of every nature and description brought against the Proposer because of, or for the use of, patented or licensed appliances, products, or processes. The Proposer shall pay all royalties and charges which are legal, and equitable evidence of such payment or satisfaction shall be submitted upon request of

the Contracting Entity, as a necessary requirement in connection with the final execution of any Agreement/Contract in which patented or licensed appliances, products, or processes are to be used.

8. TERMINATION:

- (a) The performance of services and/or the delivery of items under any Agreement/Contract may be terminated by the Contracting Entity, in whole or in part, whenever it is determined to be in the best interest of the Contracting Entity.
- (b) Any such termination will be effected by delivery to the Proposer of a termination notice specifying the extent to which performance or services and/or delivery of work product or system is terminated, and the date the termination becomes effective.
- (c) After receipt of a termination notice, the Proposer shall stop performance of services and/or accept no further orders under the Agreement/Contract.

9. COMPLIANCE WITH APPLICABLE LAWS: All Proposers must comply with all applicable federal, state or local laws and regulations, including Title VI and all provisions of the Civil Rights Act of 1964 42 U.S.C. §§ 2000d, *et seq.*

10. SELF-INSURED: The Contracting Entity is self-insured for its own negligence. The liability of the Contracting Entity for acts of negligence are limited and subject to the Governmental Tort Claims Act, 51 O.S. §§ 151, *et seq.*

11. RIGHT TO AUDIT: The Contracting Entity shall at all times have the right to examine books, papers and records of the successful Proposer relative to all aspects of the Proposer's proposal and the agreements/contracts awarded as a result of this RFP to assess and confirm proposal and Agreement/Contract compliance. Failure to provide the requested information may result in termination of the Agreement/Contract. This right to audit does not apply to Proposer's other contracts or records not affecting the proposal and Agreement/Contract.

12. SAMPLE FORMS: Sample forms are attached to this document. It is not necessary to submit forms with your electronic proposal. The forms will be completed prior to Agreement/Contract approval.

13. PAYMENTS AND DISCOUNTS:

- (a) Payment for goods and services as specified in the Agreement/Contract shall be processed promptly after completion of delivery and acceptance of items and after receipt from Proposer of properly prepared invoice(s) and/or notarized claim voucher (s), if applicable. Purchases may be made by certain City or Trust employees using a purchasing card. Employees of Contracting Entity are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the Proposer may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The price in the Proposal shall cover any fees a Proposer may incur.
- (b) Discounts for prompt payment will not be considered in proposal evaluations, unless otherwise specified. Discounts offered by the Proposer will be taken, however, if payment is made within the discount period.
- (c) Late charges cannot be assessed against Contracting Entity.

14. CURRENCY: The Proposer agrees that all proposals are to be submitted in U.S. dollars. Proposals submitted in any currency other than U.S. dollars may not be considered. The Proposer also agrees that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount unless otherwise agreed to in a negotiated contract.

Oklahoma Open Records Act and Confidential Information

All materials submitted to the Contracting Entity pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, O.S. §§ 24A.1. *et seq.* The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the Contracting Entity pursuant to this Bid or Proposal is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, you must comply with the following:

1. Place said documents/records in a separate electronic file attachment marked "Confidential". DO NOT label your entire Bid or Proposal as "Confidential" – label only those portions of the Bid or Proposal that you feel are exempt or are made confidential by state or federal law as "Confidential".
2. For each such document for which you are claiming an exemption or a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Should an Open Records request be presented to the Contracting Entity requesting information you have identified as "Confidential," you will be responsible for defending your position in the District Court, if needed.

If you fail to identify any records submitted as part of your Bid or Proposal as "Confidential," you are agreeing that said records are not exempt or confidential and are subject to public access.

Upon receipt of a request by a third party to review or copy records properly identified as "Confidential," you will be notified of the request and thereby given an opportunity to immediately enforce and protect your rights by initiating an action in a court of competent jurisdiction. Should you fail to timely bring an action to enforce your rights, then the requested records will be released by the Contracting Entity based upon its determination of the application of the Oklahoma Open Records Act.

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to contract approval.

NON-DISCRIMINATION STATEMENT

The Proposer agrees, in connection with the performance of work under this Agreement/Contract:

a. That the Proposer will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Proposer shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Proposer agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Proposer agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Agreement/Contract.

c. In the event of the Proposer's non-compliance with the above non-discrimination clause, this Agreement/Contract may be canceled or terminated by the Contracting Entity. The Proposer may be declared by the Contracting Entity ineligible for further Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Proposer.

**THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO
AGREEMENT/CONTRACT AWARD**

Sign Here X

Signature of Individual

Title

Printed Name of Individual

Company Name and Address

Zip Code

Telephone Number and Fax Number if any

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to contract approval.

ANTI/NON-COLLUSION AFFIDAVIT

The undersigned individual, of lawful age, being duly sworn, upon his/her oath, deposes and says: That the undersigned individual has the lawful authority to execute the within and foregoing proposal for, and on behalf of, the Proposer; that the Proposer has not, directly or indirectly, entered into any agreement, express or implied, with any proposer or proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the proposers, the parceling or farming out to any proposer or proposers or other persons, of any part of the Agreement/Contract or any part of the subject matter of the proposal or proposals, or of the profits thereof, and that Proposer has not and will not divulge the sealed Proposal to any person whomsoever, except those having a partnership or other financial interest with the Proposer in the said proposal or proposals, until after the said sealed proposal or proposals are opened.

The undersigned individual further states that the Proposer has not been a party to any collusion; among proposers in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement/Contract, or any other terms of the said prospective Agreement/Contract; or in any discussions between the proposers or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement/Contract. The Proposer states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement/contract pursuant to this proposal.

Witness the hands of the parties hereto:

The undersigned individual states that the Proposer will be bound by its proposal, the specification, the terms and conditions of the Agreement/Contract, and the Requirements for Proposers.

→ → THIS FORM TO BE COMPLETED BY THE PROPOSER PRIOR TO AGREEMENT/CONTRACT APPROVAL ← ←

Type Name of Authorized Agent Title

Signature

Company Name

Address Zip Code

Telephone Number and Fax number if any

TO BE COMPLETED BY THE NOTARY:

State of * _____)
County of * _____) SS.
[*State and County where notarized must be written in for bid to be considered]

Signed and sworn to before me on this _____ day of _____, _____ by _____
[Day] [Month] [Year] [Print the name of the individual who signed above]

My Commission Number: _____ (Oklahoma) _____ Type Name of Notary Public

My Commission Expires: _____ [Date/year] _____ Signature of Notary Public

[60 Okla. Stat. 2011 §114]

Updated February 2017

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to contract approval.



(Internal use only)
PeopleSoft Vendor ID: _____
1099 Type: _____ 1099 Default Class: _____

******* VENDOR REGISTRATION FORM *******

Please print legibly or type this information. Form must be completed and signed by authorized individual.

- NEW DOMESTIC VENDOR** - Attach the most current IRS W-9 form, along with this form; both **MUST** be filled out in their entirety.
- NEW FOREIGN ENTITY** - Attach the most current, appropriate, IRS W-8 form, along with this form; both **MUST** be filled out in their entirety.

If you are a new vendor, please provide the City Department and Employee you are currently working with:

City Department _____ City Employee _____ Phone Number _____

- UPDATE EXISTING VENDOR** - Attach the most current IRS W-9/W-8 form, along with this form; both **MUST** be filled out in their entirety.
- If you are a single member LLC classified as a Disregarded Entity on your W-9, you MUST provide the owner's SSN or EIN, not the LLC's EIN (see IRS pub 3402).*

Please select all applicable request types:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Change Address | <input type="checkbox"/> Change Vendor Tax ID | <input type="checkbox"/> Change Vendor Name | <input type="checkbox"/> Add Alternate Payee Name |
| <input type="checkbox"/> Lawyer/Attorney | <input type="checkbox"/> Medical or Veterinary Provider | <input type="checkbox"/> Government | <input type="checkbox"/> Non-Profit (Per IRS 501C3) |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Garnishment | <input type="checkbox"/> Easement | <input type="checkbox"/> Emerging Small Business |
| <input type="checkbox"/> Women-Owned Business | <input type="checkbox"/> Veteran-Owned Business | <input type="checkbox"/> Disabled | <input type="checkbox"/> African American |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American | <input type="checkbox"/> Other Ethnicity _____ |
| <input type="checkbox"/> Size of Small Business (number of employees) _____ | <input type="checkbox"/> HUBZone | | |

DUNS NUMBER (not required):

_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

Note: If you are a Disadvantaged Business Enterprise (DBE), please attach a copy of your UCP certification notice, in compliance with 49 CFR, Subtitle A, Part 26; if you are a Small Business (SBA), Small Disadvantaged Business (SDB), or HubZone, please attach your certification, in compliance with 13 CFR, part 121, 124 and 126, respectively.

PURCHASE ORDER ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
 BUSINESS NAME, IF DIFFERENT FROM ABOVE: _____
 STREET OR P.O. BOX _____
 CITY, STATE, ZIP _____
 CONTACT PERSON: _____
 E-MAIL ADDRESS: _____
 TELEPHONE NUMBER: _____ FAX NUMBER: _____

PAYMENT REMITTANCE ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
 BUSINESS NAME, IF DIFFERENT FROM ABOVE: _____
 STREET OR P.O. BOX _____
 CITY, STATE, ZIP _____
 CONTACT PERSON: _____
 E-MAIL ADDRESS: _____
 TELEPHONE NUMBER: _____ FAX NUMBER: _____

Any vendor who accepts payment confirms the following: the invoice is true and correct; the work, service or materials as shown by the invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished the vendor; and the vendor has made no payment, directly or indirectly, to any elected official, officer or employee of this City, of money or any other thing of value to obtain payment See [62 O.S. § 310.9](#)

Do you wish to receive payments by electronic funds transfer? ____ Attach an EFT/ACH form (e-mail vendorregistration@okc.gov to obtain a copy of the form).

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by a public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof. **NOTE: Article IV, Section 11 of the City Charter prohibits employees of the City from having a proprietary interest in City Contracts See 11 O.S. § 8-113.**

Return to Procurement Services:

vendorregistration@okc.gov
 (405) 297-2741 Fax (405) 297-2142
 100 N. Walker, Suite #200
 Oklahoma City, OK 73102

Signature of Person Authorized to Sign _____

Date Signed _____

Print Name _____

Title _____

If you are interested in bidding on City or Trust contracts, see instructions on our website:
<https://www.okc.gov/departments/finance/bids-auctions-and-sales>.



THE CITY OF OKLAHOMA CITY OFFICE OF ARTS & CULTURAL AFFAIRS

Solicitation RFQ-OCITY-065

REQUEST FOR QUALIFICATIONS: CALL TO ARTISTS FY 2019-2022 PREQUALIFIED ARTIST POOL FOR PUBLIC ART PROJECTS UNDER \$25,000

DEADLINE: June 19, 2019 4:00:00PM CDT



(Published in the Journal Record April 24, 2019)

NOTICE TO PROPOSERS

Notice is hereby given that The City of Oklahoma City will receive electronic proposals at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until 4:00:00 p.m., on the 19th day of June 2019, for the following:

REQUEST FOR QUALIFICATIONS (RFQ-OCITY-065) – PREQUALIFIED ARTIST POOL FY2019-2022

FOR PUBLIC ART PROJECTS UNDER \$25,000

The City of Oklahoma City and its Trusts have partnered with BidSync, Inc. to accept proposals electronically. You are invited to submit a proposal electronically through the BidSync system to supply the professional services, products, or systems specified in the electronic proposal packet. The City and its Trusts do not provide access to a computer to prepare electronic proposals or electronic proposal submission. Proposers must register with BidSync at <https://www.bidsync.com> in order to submit an electronic proposal. The City and its Trusts recommend potential proposers register and become familiar with the BidSync electronic proposal process in advance of submitting a proposal. There is no charge to the proposer for registering or submitting an electronic proposal to the Contracting Entity through BidSync. Instructions on how to get registered to propose through BidSync can be found on The City of Oklahoma City's website at <https://www.okc.gov/departments/bidding>.

A copy of the City Guidelines and Procedures for Professional Consultant Selection may be obtained from the Office of the City Clerk at the above referenced address. Proposals shall be made in accordance with the Notice to Proposers, General Instructions and Requirements for Proposers, Oklahoma Open Records Act and Confidential Information, and the RFP proposal packet, which are a part of the complete electronic proposal packet. A sample Non-Discrimination, Anti/Non-Collusion Affidavit and Vendor Registration form is attached for the Proposer's reference and will be completed prior to contract approval. By submitting a proposal for services, the Proposer certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

The City and its Trusts reserve the right to waive formalities, irregularities and defects in any or all proposals, except as otherwise required by law. The City and its Trusts reserve the right to: reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute a Pricing Agreement/Contract with any proposer; and to solicit new or different proposals. The City and its Trusts reserve the right to negotiate and/or contract with one or more proposers for all or a portion of any proposal or proposed services.

Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the 4:00:00 p.m. deadline, on the above-mentioned date. There will be no exceptions to this policy.



REQUEST FOR QUALIFICATIONS: CALL TO ARTISTS
CITY OF OKLAHOMA CITY PREQUALIFIED ARTIST POOL FISCAL YEARS 2019-2022
APPLICATION DEADLINE: June 19, 2019 at 4:00:00pm CDT

ANNOUNCEMENT

The City of Oklahoma City's Office of Arts & Cultural Affairs seeks to add to our existing pre-qualified pool of artists, artist teams, curators, and art handlers for consideration in upcoming public art projects with budgets for public art under \$25,000. Funding for many of these projects is made possible by the 1% for Arts Ordinance as well as donations, grants and federal sources. Inclusion in the Pool does not restrict artists from applying for projects with budgets larger than \$25,000.

BACKGROUND

The Pool was designed to streamline the process of finding public art professionals qualified to carry out projects with budgets under \$25,000. Successful applicants will remain in the Pool for three years. The Pool showcases the styles and talent of Pool artists and includes contact information and images of previous work. Selection committees can review the pool and select project finalists. After inviting finalists to the project site to learn more, artists are paid to present their site-specific concepts to the selection committee for selection and recommendation to the Arts Commission. The current Pool includes 74 artists/artist teams in the following twelve categories:

- **Art Handling:** cleaning, restoration, foundations, installation, welding, art markers, etc.
- **Curatorial and Art Selection Services:** research, scope development, selection, contracting, project management oversight, documentation, educational markers
- **Murals:** interior, exterior, large-scale murals
- **Two-Dimensional Work:** painting, print making, graphics, illustration, etc. All styles of work are encouraged, including traditional and non-traditional ethnic art.
- **Three-Dimensional Work:** sculpture, wall relief, glass, etc. Native, folk, ethnic, and traditional crafts are included in this category
- **Photography:** straight, manipulated, etc.
- **Mosaics and Collage:** Vertical and horizontal work involving tiles, stones, paper, etc.
- **Functional:** benches, chairs, tables, lighting, art screen fencing, bicycle racks, shade structures
- **Environmental Work and Land Art:** involving materials from the natural environment that includes, but is not limited to earth, stone, willow, water, etc.
- **Written Word:** creative writing, poetry, art critique
- **Film, Video and New Genre:** film and video production, projection mapping, video

projection, laser, digital works, computerized graphics and animation, 3D printing, interactive art and robotics

- **Small Works:** for projects under \$2,500. All media are eligible. If making a submittal in this category use images of works with a value of \$2,500 or less, only

Three new categories are added with this call:

- **Ceramics:** all styles of work in clay
- **Fiber:** batik, woven works, knotted works, needlework, etc.
- **Glass:** etched glass, stained glass, fused glass, etc.

ELIGIBILITY

This opportunity is open to all practicing artists, at least 18 years of age maintaining legal residence in the US. Artists may apply and be considered independently, as part of a team, or both. *Artist team applications are highly encouraged.* Prior experience with public art commissions is not a requirement; however, all artists and artist teams must demonstrate the ability to successfully carry out public art commissions. Artists who reside in the State of Oklahoma are particularly encouraged to apply. All artists, regardless of residence, will be required to travel and attend meetings within the same budget allocation as local artists.

Note: Artists currently in the Prequalified Pool should not re-apply unless applying for additional categories.

APPLICATION REQUIREMENTS

To apply, first register on BidSync. It is recommended that this be done early to avoid any difficulties with the deadline. Registration is FREE. You are not required to purchase other services from BidSync.

BidSync will ask for a Registration Category. At a minimum, choose:

Primary Industry use: Arts, Crafts, Entertainment & Theatre

Keyword: Public Art

NIGP Code: Use the following, **NIGP code: 962-07 Arts Services (cultural, design, visual, etc.)**

All project announcements will be classified using this code. Select this category to receive direct announcements. Additional codes may also be used, if desired. Registration is free. Artists may sign up for paid subscriptions at their discretion. **If you have any difficulty with BidSync registration, contact them at (800) 990-9339.** They have very good customer service and will walk you through the process.

After you are registered in BidSync you can log in and access the RFQ. Follow all instructions. Then upload the following required documents. All document files must be in Word or PDF format. **Pages documents will not be accepted:** convert them to PDF.

Remember to put identifying information in the header or footer on each document page (but not images) that is submitted: your name, email, and the category, at a minimum. If you are applying for different categories, use a separate set of images with a separate ID sheet for each category and specify the category clearly.



Artist Statement

Prepare a concise one-paragraph statement describing your work and your approach. If applying as a team, describe the role of each team member. **If you are juried into the Pool this statement will be used in the document, though it may be edited for clarity or for length. Consider your words carefully.**



Resume

Include a current professional resume which outlines your experience as an artist. Include formal and non-formal training, exhibitions, events and publications. If your experience includes work as part of a team, please explain your role in each project. Artist teams must submit a resume for each team member. This can be one to two pages in length.



Images

Include six digital images of completed artworks and complete a description for each on an image ID Sheet (using Exhibit "A" as an example). Images should be in .jpg format for best quality. Please size each image to be no more than 1.8 MB in file size (**ZIP FILES WILL NOT BE ACCEPTED**). On average, each image will be roughly 1.2MB; larger is not necessarily better. Please discuss image preparation with a professional to determine if compression for images of artwork is needed. Each image should be assigned a number corresponding to its description on the image ID sheet. **Do not include any image that you are unwilling to publish; it may be included in the final Pool document.**

The limit of six images per category applies to both individual and team submissions. Teams should include images of work that demonstrate a collaborative effort to create an artwork by all team members.

Film, Video, and Production video clips can also be submitted. MP4 format (1080HD) is recommended: no larger than 1 MB file size; limit lengths to one minute.



Image ID Sheet

Complete an image ID sheet like that shown on Exhibit "A" of this announcement. **We highly recommend submitting works of art showcasing projects with a budget of \$25,000 or below. Please identify the project budget/cost for each work.** Include a thumbnail image of work that corresponds with the information provided for each image.



References

Up to two professional references can be submitted. This is particularly important for emerging artists in the early stages of developing their practices. Do not submit letters of reference; please provide contact information only.

APPLICATION DEADLINE IS WEDNESDAY JUNE 19, 2019 BY 4:00:00PM CDT THROUGH BIDSYNC. THERE ARE NO EXCEPTIONS.

SELECTION PROCESS FOR THE PREQUALIFIED POOL:

Program staff will review submissions to ensure completeness of applications and conformity to the standards outlined in this Call to Artists. **Incomplete applications will be removed from consideration.** Complete applications will be advanced to a review panel of art and design professionals, who will score application materials based on many criteria, including:

- Aesthetic merit and artistic concepts of past projects
- Technical capabilities
- Experience, success and/or interest in creating public artworks in collaboration with other artists, architects, design teams, and community members

Prior experience executing a public art commission is not a pre-requisite; but, applicants should develop submission materials that help to make a strong case for their readiness and ability to work with clients to develop and carry out a site specific public art project.

NOTIFICATION:

The review panel's recommendations will be presented to the Oklahoma City Arts Commission for their approval prior to publication. Artists approved for the Pool will be notified by email within a week following the Arts Commission's meeting in July 2019. Approved artists will not have to reapply until 2022. If any artist begins working as a member of a team or wishes to submit their work for a new category, a new submission will be required when the annual RFQ is announced. The Request for Qualifications for the Prequalified Artist Pool will continue to be announced annually until further notice.

HOW TO FIND OUT MORE ABOUT THE PREQUALIFIED ARTIST POOL AND PUBLIC ART SELECTION PROCESS:

All interested artists are invited to attend a **Public Art Bootcamp** on Sunday, May 19, 2019 from 1-5pm. The event will be held at Oklahoma Contemporary, 3000 General Pershing Boulevard in Oklahoma City on the Oklahoma Fairgrounds. We've heard there are barriers and we want to help artists overcome them. Participating artists will learn, from other artists, how to:

- Prepare your materials for electronic submission
- Find out about local opportunities for public art
- Prepare when selected as a public art finalist
- Successfully complete a public art project

Public Art experts will be on hand to assist artists with Artist Statements, Resumes, Portfolio Review and Electronic Submission Registration issues.

Presenting sponsors are Midtown Rotary, Oklahoma Contemporary and Oklahoma City's Office of Arts & Cultural Affairs. Recruiting sponsors are: Oklahoma Visual Arts Coalition, Oklahoma Public Art Network, Inclusion in Art and the Oklahoma Black Museum and Performing Arts Center.

Interested artists who cannot attend the Bootcamp can participate in a portfolio review and personal consultation by phone call or schedule an in-person meeting. To schedule an appointment, please contact Randy Marks, Public Art Project Manager in the Office of Arts & Cultural Affairs, by phone at (405) 297-1274 or by email: randy.marks@okc.gov.

TERMS

Information contained herein does not constitute either an expressed or implied contract with The City of Oklahoma City. Provisions herein are subject to change. Artists and artist teams selected for a project will be required to meet contract terms and scopes, as well as to accept lump sum budgets. Artists placed in the Pool are not guaranteed to receive a commission.

FOR FURTHER INFORMATION:

Artists interested in public art commissions through the City of Oklahoma City's 1% for Arts program are encouraged to visit the City's website at www.okc.gov/arts; or, contact Randy Marks, Public Art Project Manager, Office of Arts & Cultural Affairs at (405) 297-1274 or email: randy.marks@okc.gov.

EXHIBIT "A"

Example of an image ID sheet:

Artist(s) name(s) and contact information:

Category:

Thumbnail Image	File ID	Title	Medium	Dimensions	Year	Location	Value or Project Budget
	Image #1 or MP4 #1	Click here to enter text.	[Wood, Steel, Concrete, LEDs, Glass, Foam, etc.] Or project description.	[H'xW'xD'] or projection distance or limits	[2016]	[Civic Center, Oklahoma City]	[\$]
	Image #2 or MP4 #2	Click here to enter text.	[Wood, Steel, Concrete, LEDs, Glass, Foam, etc.] Or project description.	[H'xW'xD'] or projection distance or limits	[2016]	[Civic Center, Oklahoma City]	[\$]
	Image #3 or MP4 #3	Click here to enter text.	[Wood, Steel, Concrete, LEDs, Glass, Foam, etc.] Or project description.	[H'xW'xD'] or projection distance or limits	[2016]	[Civic Center, Oklahoma City]	[\$]
	Image #4 or MP4 #4	Click here to enter text.	[Wood, Steel, Concrete, LEDs, Glass, Foam, etc.] Or project description.	[H'xW'xD'] or projection distance or limits	[2016]	[Civic Center, Oklahoma City]	[\$]
	Image #5 or MP4 #5	Click here to enter text.	[Wood, Steel, Concrete, LEDs, Glass, Foam, etc.] Or project description.	[H'xW'xD'] or projection distance or limits	[2016]	[Civic Center, Oklahoma City]	[\$]
	Image #6 or MP4 #6	Click here to enter text.	[Wood, Steel, Concrete, LEDs, Glass, Foam, etc.] Or project description.	[H'xW'xD'] or projection distance or limits	[2016]	[Civic Center, Oklahoma City]	[\$]

**Question and Answers for Bid #RFQ-OCITY-065 - PREQUALIFIED ARTIST POOL
FY2019-2022 FOR PUBLIC ARTS PROJECTS UNDER \$25,000**

Overall Bid Questions

There are no questions associated with this bid.