

Solicitation RFQ-OCITY-092

Pre-Qualified Artist Pool 2020-2023 for Public Art Projects Under \$25,000.00

Bid Designation: Public



City of Oklahoma City and its Trusts

Bid RFQ-OCITY-092

Pre-Qualified Artist Pool 2020-2023 for Public Art Projects Under \$25,000.00

Bid Number	RFQ-OCITY-092
Bid Title	Pre-Qualified Artist Pool 2020-2023 for Public Art Projects Under \$25,000.00
Bid Start Date	Apr 29, 2020 7:40:06 AM CDT
Bid End Date	Jun 24, 2020 4:00:00 PM CDT
Question & Answer End Date	Jun 17, 2020 4:00:00 PM CDT
Bid Contact	Jennifer Swann Jennifer.swann@okc.gov
Bid Contact	City Clerk cityclerk@okc.gov
Bid Contact	Robbie Kienzle robbiel.kienzle@okc.gov
Bid Contact	Randy Marks randy.marks@okc.gov
Bid Contact	Aubree A Atherton aubree.atherton@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.

Addendum # 1

Previous End Date	May 27, 2020 4:00:00 PM CDT	New End Date	Jun 10, 2020 4:00:00 PM CDT
Previous Q & A End Date	May 20, 2020 4:00:00 PM CDT	New Q & A End Date	Jun 3, 2020 4:00:00 PM CDT

Addendum # 2

New Documents	Pool_2020_RFQ.pdf
Removed Documents	Pool_2020_RFQ js.pdf

Addendum # 3

Previous End Date	Jun 10, 2020 4:00:00 PM CDT	New End Date	Jun 24, 2020 4:00:00 PM CDT
Previous Q & A End Date	Jun 3, 2020 4:00:00 PM CDT	New Q & A End Date	Jun 17, 2020 4:00:00 PM CDT

Addendum # 4

New Documents	Pool_2020_RFQ.pdf
Removed Documents	Pool_2020_RFQ.pdf

Item Response Form

Item **RFQ-OCITY-092--01-01 - PREQUALIFIED ARTIST POOL 2020-2023 FOR PUBLIC ART PROJECTS UNDER \$25,000.00**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **City of Oklahoma City and its Trusts**
No Location Specified

Qty 1

Description

Upload responses and any related documents to this line item as outlined in the RFQ. 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 BIDSYSN 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, 51 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 _____
Signature of Individual Title

Printed Name of Individual

Company Name and Address Zip Code

Telephone Number and Fax Number if any

Updated February 2017

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 _____

HR-006 (Rev. 2011) (118)

Updated February 2017

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



**The City of
OKLAHOMA CITY**

Updated 2019

(Internal use only)
PeopleSoft Vendor ID: _____ Entered by: _____
Helpdesk Ticket #: _____ Date: _____

VENDOR REGISTRATION FORM

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

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).

- 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.
Please provide the City Department or Employee you are working with: _____

- 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.

Select all types of applicable update(s):

- Address Name Tax ID Contact Information ACH/EFT Other: _____

How did you hear about us? _____

SDBE Program: Please select all applicable vendor characteristics:

- Disadvantaged Business Enterprise
- Small Business - as defined by the U.S. Small Business Administration
- Women-Owned Business - % women owned / controlled _____ %
- Minority-Owned Business - % Minority owned / controlled _____ %
- Ethnicity(ies) _____
- DUNS Number - _____

If you checked any of the above boxes, please provide a brief description of your business: _____

If you checked any of the above boxes, do you wish to receive notifications of upcoming contract opportunities?

Do you wish to receive payments by electronic funds transfer? Check here if same as PO address

PURCHASE ORDER ADDRESS

BUSINESS NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP CODE _____

CONTACT PERSON _____

EMAIL ADDRESS _____

TELEPHONE NUMBER _____

PAYMENT REMITTANCE ADDRESS

BUSINESS NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP CODE _____

CONTACT PERSON _____

EMAIL ADDRESS _____

TELEPHONE 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](#).

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. § 8-11](#).

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

Signature of Person Authorized to Sign _____ Date Signed _____
Print Name _____ Title _____



THE CITY OF OKLAHOMA CITY OFFICE OF ARTS & CULTURAL AFFAIRS

Solicitation RFP-OCITY-092

REQUEST FOR QUALIFICATIONS PREQUALIFIED ARTIST POOL 2020-2023 FOR PUBLIC ART PROJECTS UNDER \$25,000

DEADLINE: **JUNE 24, 2020** 4:00:00PM CDT



(Published in the Journal Record April 29, 2020)

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 10th day of June 2020, for the following:

REQUEST FOR PROPOSALS (RFP-OCITY-092) – PREQUALIFIED ARTIST POOL 2020-2023

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

CITY OF OKLAHOMA CITY PREQUALIFIED ARTIST POOL 2020-2023

APPLICATION DEADLINE: **JUNE 24, 2020** at 4:00:00pm CDT

ANNOUNCEMENT

The City of Oklahoma City's Office of Arts & Cultural Affairs seeks to add to our existing Prequalified Pool of artists, artist teams, curators, and art handlers for consideration in upcoming public art projects with budgets under \$25,000. Budgets for 1% for Art projects include design fees, fabrication, permitting, design review, installation, insurance provisions, and all other costs associated with creating and installing the artwork. Exciting new 1% for Art opportunities are being developed for the Pool in 2020 and beyond. Additionally, inclusion in the Pool allows the Office of Arts & Cultural Affairs to recommend artists for private sector projects.

BACKGROUND

The Oklahoma City Prequalified Artist Pool was a recommendation in [AMP UP OKC](#), the Public Art Master Plan for Oklahoma City adopted in 2015. During the Planning process, consultant interviews revealed that the development community and other groups and organizations needed help in finding qualified art professionals to carry out public art projects. The Pool was developed to streamline the process of finding qualified art professionals, and to reduce the administration time for public art projects with budgets under \$25,000. Funding for many of these projects is made possible by the [1% for Arts Ordinance](#) (enacted by the City Council in 2009) which requires 1% of the budgeted construction cost of any new public building or park, or major renovation of a building or park, to be set aside for public art. Inclusion in the Pool does **not** restrict artists from applying for projects with budgets larger than \$25,000.

The Pool catalog includes artist names, contact information, and images of work for each category in which they qualify, as well as recommendations on how to select, contract with, and work with Pool art professionals. The current [Pool](#) includes 97 artists/artist teams in 14 media categories. Some categories and descriptions of categories will be different for this Pool period. All of the Pool categories for 2020-2023 are:

- 2D: painting, print making, graphics, illustration, etc. All styles of work are encouraged, including traditional and non-traditional ethnic art including but not limited to American Indian, African, Asian, and Middle Eastern
- 3D: sculpture, wall relief, glass, etc. Native, folk, ethnic, and traditional crafts. This category includes land art and environmental works made of sculpted land or using natural materials such as rocks and twigs
- Art Handlers: project management and fabrication for public art projects, cleaning, restoration, constructing foundations, installation of work by other artists, welding, fabricating and installing art markers, etc.
- Ceramic: functional and nonfunctional, traditional and nontraditional works made of clay

- Curatorial and Art Selection Services: research, scope development, selection, contracting, project management oversight, documentation, educational markers
- Fiber: functional and nonfunctional, traditional and nontraditional works made of fiber
- Functional: including but not limited to benches, chairs, tables, lighting, art screen fencing, bicycle racks, shade structures
- Glass: functional and nonfunctional works made of glass
- Mosaic: vertical and horizontal works involving tiles, stones, paper, etc. inlaid to create pictures or patterns
- Murals: both interior and exterior large-scale works on both vertical and horizontal surfaces
- New Genre, Video, and Filmmaking: digital, computer graphics, computer animation, interactive art, robotics, performance, 3D printing, and experimental video and film (motion)
- Photography: still images in either digital or film formats; straight, manipulated, etc.
- Written Word: forms of expression that include but are not limited to short form creative writing and poetry

ELIGIBILITY

This opportunity is open to all practicing artists, at least 18 years of age maintaining legal residence in the U.S. 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 already in the Prequalified Pool for 2019-2022 should not re-apply unless applying for additional categories or unless notified that your term has ended.

APPLICATION REQUIREMENTS

Proposers must register with BidSync and submit their qualifications electronically through BidSync. **The City and its Trusts recommend potential proposers register and become familiar with the BidSync electronic proposal process far in advance of submitting their qualifications materials.** There is no charge to the proposer for registering or submitting an electronic proposal to the City or its Trusts through BidSync. You may receive a sales call about upgrading your registration, but there is no obligation to do so for projects announced through Oklahoma City's Office of Arts & Cultural Affairs. Registration instructions are below:

First time registration in BidSync/ Register for free:

1. Visit: bidsync.com/the-city-of-oklahoma-city and click on the "Register for Free" button.
2. Enter your email address twice to verify that it does not already exist in our system. Once prompted to proceed, fill in all required identification fields and agree to the Terms and Conditions for bidSync.
3. Check the **inbox** of the email address you provided and locate the email from notify@bidsync.com. Check your spam folders if you do not see it in your inbox.
4. Click the activation link in the email with 24 hours of receiving to activate your new BidSync account. You will be asked to select your account password once your token is verified.

5. Create a company profile to receive bid invitations from agencies. Verify your company address and follow the prompts to add 3 positive keywords so BidSync can search, locate, and deliver relevant solicitations for you.

We recommend “public art” as one of the keywords. If you have trouble with registration or uploading, contact customer service at 800.990.9339 or support@bidsync.com.

Following is a checklist of what the application must include to be considered. All document files must be in Word (preferred) or PDF format. **Pages documents will not be accepted.** Convert them to Word or PDF. Place your name, email, and the category you are applying for at the top of every page you submit. If you are applying for different categories, use a separate set of images with a separate ID sheet for each category.



Artist Statement

Prepare a concise one-paragraph statement describing your work and your approach. For team applications, describe the role of each team member.



Resume

Include a concise, current, professional resume which outlines your experience as an artist. 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.



Images

Include up to eight digital images of completed artworks (images of conceptual or proposed artwork will not be accepted) and complete a description for each on an image ID Sheet (using Exhibit “A” found on the last page of this document as an example). Images should be in .jpg format. Each image can be no more than 1.8 MB in file size with a maximum display size of 4”x6” at 300dpi/ppi. (ZIP FILES WILL NOT BE ACCEPTED). On average, each image will be roughly 1.2MB; larger is not necessarily better. Discuss image preparation with a professional to determine if compression for images of artwork is needed. Each image file should be assigned a number corresponding to its description on the image ID sheet. *Number your works sequentially such as 01_Smith_title1, 02_Smith_title2, etc.* **Do not include any image that you are unwilling to publish; it may be included in the final Pool document.**

The limit of eight images per category applies to both individual and team submissions. No more than two of your images in any category may be a detail of another work in that category submission. If you are entering in more than one category at least four of the eight works you submit for each category must be unique to that category. All submitted work, *without exception*, must have been completed after January 1, 2010. 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. Clips must be no larger than 1 MB in file size. Limit lengths to one minute.



Image ID Sheet

Note: You must submit both an image ID sheet with thumbnail images and the required number of full-size images. For each category you apply for complete an image ID sheet similar to 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. Identify each work with title, medium, dimensions, year completed, location, and value.** Add a thumbnail image of work that corresponds with the information provided for each image. The file name and number of your image must match the image ID sheet; please name each image file by numbering sequentially as noted above.

References

Also please provide up to two professional references with names and contact information only. No letters of recommendation are required.

For technical assistance with any of the above requirements please schedule an appointment by contacting 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.

APPLICATION DEADLINE IS WEDNESDAY JUNE 24, 2020 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 not be considered.** Complete applications will be advanced to a review panel of art and design professionals, who will score application materials based on a number of criteria, including:

- Aesthetic merit and artistic concepts of past projects
- Technical and problem-solving 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 (noting participation in education, workshops, apprenticeships, tutorials, and mentor/mentee relationships).

NOTIFICATION:

The review panel's recommendations will be presented to the Oklahoma City Arts Commission for its approval. The City Council will be asked to authorize staff to negotiate contracts with Pool Artists should they be recommended for a specific project by a selection committee and the Arts Commission. Those artists selected for the Pool will be notified by email within a week following the Arts Commission's meeting in June 2020. Selected artists will remain in the Pool for a period of three years, from the date of selection in 2020 through June 2023. Annually, artists may update images for any category in which they are a member. If a Pool artist wants to be considered for a new category, a new application must be submitted for review when a new RFQ is announced. Prequalified Pool RFQ's are currently announced annually.

SELECTION PROCESS FOR A SPECIFIC PROJECT:

Selection for the Prequalified Artist Pool does not guarantee selection for a project commission.

For each 1% for Art Project under \$25,000, the Office of Arts & Cultural Affairs, in consultation with the Department, Trust or Authority announcing the project, shall determine whether artist selection will be conducted through the prequalified artist pool or through a site-specific competition. Use of the pre-qualified artist pool to identify artists potentially suited for a project commission does not preclude the City or its Trusts and Authorities from issuing a separate Call to Artists.

Qualified artists will be evaluated for each project opportunity based on the requirements for the site, appropriateness of the artist’s work, and style. From one to three artists will be paid a stipend to develop a site-specific project conceptual design report and to present it to a Selection Committee. The criteria used for selection will include: appropriateness of proposed work and materials for site; artist’s skill; artist’s willingness to effectively communicate and work with a diverse range of stakeholders; public safety; durability of work; maintenance requirements; and, good work habits. The final selected artist will ultimately be commissioned for the project on the combined strength of a proposal, interview and references.

Also please note that many Pool artists gain valuable commissions from the private sector by being a member of the Pool.

HOW TO FIND OUT MORE ABOUT SUBMITTING FOR THE PREQUALIFIED ARTIST POOL:

Interested artists can participate in a portfolio review and personal consultation by phone call or an online meeting. A limited number of appointments are available at various times. 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 by phone at (405) 297-1274 or email to randy.marks@okc.gov.

Remember: Include artist name, email, phone and category at the top of each page that you submit.

Exhibit A

Image ID sheet: Artist name _____ Contact: _____ Category _____

Thumbnail Image	File ID	Title	Medium	Dimensions	Year	Location	Value or Project Budget
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	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]	[\$]
	Image #7 or MP4 #7	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 #8 or MP4 #8	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-092 - Pre-Qualified Artist Pool 2020-2023 for Public Art Projects Under \$25,000.00

Overall Bid Questions

Question 1

Can images of completed art works include process or fabrication drawings; or a fabrication photograph?

(Submitted: May 6, 2020 10:19:17 AM CDT)

Answer

- Fabrication photos are acceptable as long as they convey substantive information about what the completed work will look like; fabrication drawings are not acceptable. (Answered: May 6, 2020 11:09:12 AM CDT)

Question 2

In applying for written word, instead of uploading images, what needs to be uploaded for this category?

links or works published or PDF documents of written pieces?

Are there other instructions for written word artists? (Submitted: May 19, 2020 12:37:30 PM CDT)

Answer

- The Written Word category is particularly intended for writers/poets/artists who are interested in seeing their written artwork used in a visual art format. Two examples are: a poem that comprises all or a part of a mural; and, a short prose statement that could be sandblasted into a concrete surface. Other types of opportunities may be added in the future.

Please submit poems and prose. We are accepting any genre but would encourage samples that show your ability to write short concise poetry and prose. Poetry samples could include (but not limited to) Haiku, Tanka, Pantoum, and Villanelle.

Prose can be Fiction, Non-fiction and Creative Non-fiction. Samples could include (but not limited to) Micro-Fiction, Flash Fiction, Essays, Travel Writing, Ekphrastic and Short Story.

For both poetry and prose, we recommend that each submitted sample be limited to no more than two 8.5 x 11 page with 11 pt. font, and double spaced. Excerpts from longer works will be accepted, but please limit each excerpt to two pages. All submitted samples must be in Word or PDF. Do not send internet links or samples longer than two pages each; they will not be viewed, and the application will not be accepted.

Writers are encouraged to send up to eight (8) samples. Also include a list that follows this format:

Artist name: Contact information:

1. Title of work

Year written

Poetry; or, Prose

Genre (Haiku, Villanelle, Flash Fiction, Essay, Non-fiction, etc.)

Published in : (or Unpublished)

2. Title of work

Year written

Poetry; or, Prose

Genre (Haiku, Villanelle, Flash Fiction, Essay, Non-fiction, etc.)

Published in : (or Unpublished)

ETC. (Answered: May 22, 2020 10:36:52 AM CDT)

Question 3

Can you submit documents or images on Google Docs? (Submitted: May 26, 2020 2:57:42 PM CDT)

Answer

- Please do not use Google Docs or links to Google Drive. If you create your documents in Google Docs, convert to PDF and upload to your desktop, then upload to BidSync from your desktop. (Answered: May 26, 2020 4:58:15 PM CDT)