

Solicitation RFQ-OCITY-035

Pre Qualified Artist Pool 2017-2020 for Public Art Projects under \$25,000

Bid Designation: Public



City of Oklahoma City and its Trusts

Bid RFQ-OCITY-035

Pre Qualified Artist Pool 2017-2020 for Public Art Projects under \$25,000

Bid Number **RFQ-OCITY-035**
 Bid Title **Pre Qualified Artist Pool 2017-2020 for Public Art Projects under \$25,000**
 Expected Expenditure **\$25,000.00** (This price is expected - not guaranteed)

Bid Start Date **In Held**
 Bid End Date **Dec 20, 2016 4:00:00 PM CST**
 Question & Answer End Date **Dec 13, 2016 4:00:00 PM CST**

Bid Contact **Robbie Kienzle**
robbie.kienzle@okc.gov

Bid Contact **City Clerk**
cityclerk@okc.gov

Bid Contact **Paula Hurst**
paula.hurst@okc.gov

Bid Contact **Justin Broesel**
justin.broesel@okc.gov

Bid Contact **Cherita Brice**
cherita.brice@okc.gov

Contract Duration **One Time Purchase**
 Contract Renewal **Not Applicable**
 Prices Good for **3 years**

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.**

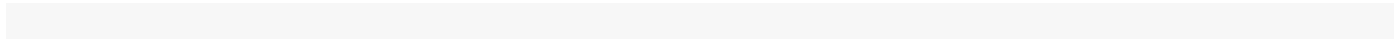
Bid Comments **The City of Oklahoma City's Office of Arts & Cultural Affairs seeks to establish a new pre-qualified pool of artists, artist teams, curators, and art handlers for consideration in upcoming public art projects with budgets for public art under \$25,000. Budgets are inclusive of design fees, fabrication, permitting, design review, installation, insurance provisions, and all other costs associated with public artwork.**

Item Response Form

Item **RFQ-OCITY-035--01-01 - Pre-Qualified Artist Pool 2017-2020 for Public Art Projects under \$25,000**
 Quantity **1 each**
 Prices are not requested for this item.
 Delivery Location **City of Oklahoma City and its Trusts**
City of Oklahoma City
 200 N. Walker
 Oklahoma City OK 73102
Qty 1

Description

Upload your response to the request for proposal 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 RESPONSE. 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 4:00 p.m. deadline, on the above mentioned date. 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 response. 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 the performance bond, a certified or cashier's check in the amount required prior to approval of contract.

7. **PATENTS:** The Proposer agrees to indemnify and save harmless the Contracting Entity, the purchasing agent and assistants from all suits and actions of every nature and description brought against the Proposer and/or any assistants because 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 City 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, Title 51 sections 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. **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.

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OKLAHOMA OPEN RECORDS ACT AND CONFIDENTIAL INFORMATION

All materials submitted to The City of Oklahoma City or its Trusts pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, 51 Okla. Stat. §§ 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 City or its Trusts 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 City or its Trusts 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 City or its Trust based upon its determination of the application of the Oklahoma Open Records Act.

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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 contractor agrees, in connection with the performance of work under this agreement/contract:

a. That the contractor will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The contractor 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 contractor 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 Contract Entity setting forth the provisions of this section, and;

b. That the contractor agrees to include this non-discrimination clause in any subcontracts connected with the performance of this agreement/contract.

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

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

Sign Here X _____

Printed Name of Individual: _____

Title of Individual: _____

Company Name: _____

Address and 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 bidder; that the bidder has not, directly or indirectly, entered into any agreement, express or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons, of any part of the pricing agreement/contract or any part of the subject matter of the bid or bids, or of the profits thereof, and that bidder has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with the bidder in the said bid or bids, until after the said sealed bid or bids are opened.

The undersigned individual further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from bidding or with any city/trust official, city/trust employee or city/trust agent as to the quantity, quality, or price in the prospective pricing agreement/contract, or any other terms of the said prospective pricing agreement/contract; or in any discussions between the bidders 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 a pricing agreement/contract. The bidder 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 pricing agreement/contract pursuant to this bid.

Witness the hands of the parties hereto:

The undersigned individual states that the Bidder will be bound by its bid, the specification, the terms and conditions of the pricing agreement/contract, and the requirements for proposers.

THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO APPROVAL OF AGREEMENT/CONTRACT

Type Name of Authorized Agent _____ Title _____

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]

OC-0104-001-1002(11/0)

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

VENDOR REGISTRATION / W-9 FORM
***** SUBSTITUTE W-9 *****

FEDERAL TAXPAYER IDENTIFICATION NUMBER (FIN):
(AKA EMPLOYER IDENTIFICATION NUMBER - EIN)
OR
SOCIAL SECURITY NUMBER:
(IF INDIVIDUAL OR SOLE PROPRIETORSHIP)

The TIN provided must match the name given on the "Name" line below.

Print Here _____
NAME OF BUSINESS OR OWNER, IF SOLE PROPRIETOR/INDIVIDUALLY OWNED

CERTIFICATION: Under penalties of perjury, I certify that:
(1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
(3) I am a U.S. person (including a U.S. resident alien).
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

SIGN HERE _____ DATE: _____

*****VENDOR REGISTRATION FORM*****
INSTRUCTIONS: Please mark all that apply to you or your company.

- | | | |
|---|--|---|
| <input type="checkbox"/> Sole Proprietor/Individual Owned | <input type="checkbox"/> Medical Provider | <input type="checkbox"/> New Vendor |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> One-Time Vendor |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Non-Profit (Per IRS 501(c)3 Regs) | <input type="checkbox"/> Address Change |
| <input type="checkbox"/> Lawyer/Attorney | <input type="checkbox"/> Government | <input type="checkbox"/> Federal Tax ID Number Change |

PURCHASE ORDER ADDRESS:

NAME (AS SHOWN ON YOUR INCOME TAX RETURN) _____
BUSINESS NAME, IF DIFFERENT FROM ABOVE _____
STREET OR PO 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 PO 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 [82 O.S. § 310.9](#) and [74 O.S. § 310.9](#).

Do you wish to receive payments by electronic funds transfer? _____
Attach an EFTACH form (available at www.okc.gov or 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 [§11-8-113](#).

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

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



THE CITY OF OKLAHOMA CITY OFFICE OF ARTS & CULTURAL AFFAIRS

Solicitation RFQ-OCITY-035

REQUEST FOR QUALIFICATIONS PRE-QUALIFIED ARTIST POOL 2017-2020 FOR PUBLIC ART PROJECTS UNDER \$25,000

DEADLINE: DECEMBER 20, 2016 4:00:00PM CST



NOTICE TO ARTISTS

Notice is hereby given that The City of Oklahoma City will receive electronic submissions at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until **4:00:00 p.m. CST, on December 20, 2016**, for the following:

REQUEST FOR QUALIFICATIONS – PRE QUALIFIED ARTIST POOL 2017-2020 FOR PUBLIC ART PROJECTS UNDER \$25,000

The City of Oklahoma City and its Trusts have partnered with BidSync, Inc. to accept qualifications electronically. You are invited to submit artist qualifications electronically through the BidSync system in order to be considered for public art projects under \$25,000 funded through the 1% for Art ordinance enacted in 2009 by The City of Oklahoma City Council. The City and its Trusts do not provide access to a computer to prepare electronic proposals or electronic proposal submission. Artists must register with BidSync at <https://www.bidsync.com> in order to submit an electronic proposal. The City and its Trusts recommend submitting artists register and become familiar with the BidSync electronic proposal process well in advance of the submission deadline. There is no charge to the artist for registering or submitting electronic qualifications to the City or its Trusts through BidSync. Instructions on how to get registered to propose through BidSync can be found on the City's website at <http://www.okc.gov/bids/bidhelp.html>.

Use the following Registration Categories:

Primary Industry use: Arts, Crafts, Entertainment & Theatre

Keyword: Public Art

NIGP Code: You may indicate others, but at a minimum, use the following, **NIGP code: 962-07 Arts Services (cultural, design, visual, etc.)** All project announcements will be classified using this code, so please make sure you select this category as you register so you will receive direct announcements.

A sample Non-Discrimination, Anti/Non-Collusion Affidavit and Vendor Registration form is attached for the Artist's reference and will be completed prior to any contract approval. By submitting qualifications, Artists certify that they, and any proposed member of their artist team, 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 of Oklahoma City and its Trusts reserve the right to waive formalities, irregularities and defects in any or all submissions, except as otherwise required by law. The City of Oklahoma City and its Trusts reserve the right to: reject any or all qualifications; to reject a portion of any or all qualifications; to negotiate and execute or to not negotiate or execute an artist agreement with any proposer; and to solicit new or different qualifications. The City of Oklahoma City and its Trusts reserve the right to negotiate and/or contract with one or more artists for all or a portion of any proposal or proposed public art project.

Qualifications timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Office of Arts & Cultural Affairs for the Selection Committee to review. The BidSync system does not allow qualifications to be submitted after the 4:00 p.m. deadline, on the above mentioned date. There will be no exceptions to this policy.



REQUEST FOR QUALIFICATIONS

CITY OF OKLAHOMA CITY PRE-QUALIFIED ARTIST POOL 2017-2020

APPLICATION DEADLINE: DECEMBER 20, 2016 at 4:00:00pm CST

ANNOUNCEMENT

The City of Oklahoma City's Office of Arts & Cultural Affairs seeks to establish a new 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. Budgets are inclusive of design fees, fabrication, permitting, design review, installation, insurance provisions, and all other costs associated with public artwork.

BACKGROUND

The Oklahoma City Pre-Qualified Artist Pool was a recommendation in the adopted Public Art Master Plan, AMP UP OKC, for Oklahoma City. During the Planning process, consultant interviews revealed that the development community and other groups and organizations needed help in finding qualified public art professionals to carry out uniquely artistic projects. Through the master plan's recommendations, the Pre-Qualified Artist Pool was developed to provide an opportunity for local artists and public art professionals to be in a pre-qualified pool of local public artists in Oklahoma.

Funding for many of these projects is made possible by the 1% for Arts ordinance enacted by City Council in 2009, providing for 1% of the budgeted construction cost of any building or park or major renovation to be set aside for public art. The pre-qualified artist pool will also be available for use by developers, neighborhoods, districts, and private businesses undertaking privately funded public art projects.

In addition to being available for use by developers and privately funded public art projects, the pre-qualified artist pool markets and promotes artists' work and provides special training such as mural training and artist portfolio reviews for the Oklahoma City area. Each artist in the pre-qualified artist pool will include contact information and images of their work for each category in which they qualify. You will also find recommendations on selecting, contracting and working with art professionals within the pre-qualified artist pool.

There are eleven media 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.)
- Three-Dimensional Work (sculpture, wall relief, glass, etc.),
- Photography (straight, manipulated, etc.)
- Mosaics (Vertical and horizontal work involving tiles, stones, etc.)
- Functional Category (benches, chairs, tables, lighting, art screen fencing, bicycle racks, shade structures)
- Environmental Work (involving materials from the natural environment that includes, but is not limited to earth, stone, willow, landscaping, water, etc.)
- Written Word (creative writing, poetry)
- Video, Film and Projection (projection, laser, and new media work included)

Individual applications and artist team applications are both highly encouraged.

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 encouraged to apply. All Artists, regardless of residence, will be required to travel and attend meetings within the same budget allocation as local artists.

SUBMISSION REQUIREMENTS

To enter your submission, you will first register on BidSync. It is recommended that you do this early to avoid any difficulties with the deadline.

BidSync will ask for a Registration Category. You will minimally choose:

Primary Industry use: Arts, Crafts, Entertainment & Theatre

Keyword: Public Art

NIGP Code: You may indicate others, but at a minimum, use the following, **NIGP code: 962-07 Arts Services (cultural, design, visual, etc.)** All project announcements will be classified using this code, so please make sure you select this category as you register so you'll receive direct announcements.

Below are Instructions and a link if you are interested in watching a training video. All submissions are free of charge, so please do not sign up for any paid subscriptions unless you are interested in doing so.

[BidSync Training Video](#)

After you have successfully registered, you are ready to enter your submission. Here is a checklist of what your submission must include in order to be considered:

**Letter of Interest**

Prepare a brief letter describing your interest and qualifications for upcoming projects. If applying as a team, please state how the team has worked collaboratively in the past and what role each team member played. If you are applying as a team and do not have previous experience working as a team, please state how you would approach working collaboratively on a future public art project.

**Resume**

Include a current professional resume, which outlines your experience as an artist. If you were part of a team, please explain your role on the project. Artist teams must submit a resume for each team member.

**Images**

Include six digital images of completed past artworks and complete a description for each on an image ID Sheet (using Exhibit "A" as an example). Images should be in .jpg format. 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.

Please assign each image to correspond with the Image ID sheet. If applying as a team or art handler, only six (6) images can be submitted. Try to include images of work that demonstrate a collaborative effort to create an artwork by all members of the team.

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

**Image ID Sheet**

Complete an image ID sheet similar to that shown on Exhibit "A" to 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 image. Add a thumbnail image of work that corresponds with the information provided for each image. There will be a special election

box for those artists/teams who wish to submit images and descriptions for projects and budgets over \$25,000.



REFERENCES

Up to two professional references can be submitted. This is particularly important for emerging artists in the early stages of developing their practices.

APPLICATION DEADLINE IS DECEMBER 20TH, 2016 BY 4:00:00PM CST THROUGH BIDSINC. THERE ARE NO EXCEPTIONS.

SELECTION PROCESS FOR THE PRE QUALIFIED POOL:

Program staff will review submissions to ensure completeness of applications and conformity to the standards outlined in this Call to Artists. 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 of past projects and artistic concepts
- 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 of the selections prior to publication. Those artists selected for the pre-qualified artist pool will be notified by email within a week following the Arts Commission's meeting in February 2017. Those artists selected for the pool will remain for a period of three years, from 2017-2020. Annually, artists may update images to the category for which they are recommended. If any artist begins working as a member of a team or begins practicing within a new medium or category, a new submission must be submitted for review. The Request for Qualifications for the Pre-Qualified Artist Pool will continue to be announced annually.

SELECTION PROCESS FOR A SPECIFIC PROJECT:

Selection for the Pre-Qualified 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 pre-qualified 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. Up to three artists will be paid a stipend to develop a site specific project proposal and to present the proposal to a Selection Committee. The criteria used for selection will include: Appropriateness of proposed work and materials for site, artist's skill and willingness to effectively communicate and work with a diverse range of stakeholders, safety and durability of work, maintenance requirements, and good work habits. The selected artist will ultimately be commissioned for the project on the combined strength of a proposal, interview and references.

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

Interested artists can participate in a portfolio review and personal consultation by phone call or an in person meeting. Appointments are available on November 28th from 2:00pm – 6:00pm and on November 30th from 1:00pm - 5:00pm. A limited number of appointments may also be made outside these stated times by appointment only.

To schedule an appointment, contact Avery Hanson, Artist in Residence in the Office of Arts & Cultural Affairs, by calling (405) 297-3928 or email: avery.hanson@okc.gov .

TERMS

Information contained herein does not constitute either an expressed or implied contract with The City of Oklahoma City and these provisions are subject to change.

Artists and Artist Teams selected for a project will be required to meet contract terms and scopes as well as lump sum budgets. Artists placed in the Pre-Qualified Artist 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 Robbie Kienzle, Arts Liaison and Program Planner, Office of Arts & Cultural Affairs at (405) 297-1740 or email: robbie.kienzle@okc.gov.

EXHIBIT "A"

Artist Image ID Form

Name of Artist or Team (list role of team members for each project)

File Name	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]	[\$25,000]
[image002] 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]	[\$25,000]
[image003] 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]	[\$25,000]
[image004] 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]	[\$25,000]
[image005] 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]	[\$25,000]
[image006] 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]	[\$25,000]

SPECIAL ELECTION FOR ARTISTS OR ARTIST TEAMS WHO WISH TO SUBMIT UP TO TWO PROJECTS WITH BUDGETS OVER \$25,000:

[image007] 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]	[\$]
[image008] 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-035 - Pre Qualified Artist Pool 2017-2020 for
Public Art Projects under \$25,000**

Overall Bid Questions

There are no questions associated with this bid.