

## **Solicitation RFQ-OCITY-044**

# **RFQ-PRE-QUALIFIED ARTIST POOL 2018-2021 FOR PUBLIC ART PROJECTS UNDER \$25,000**

**Bid Designation: Public**



**City of Oklahoma City and its Trusts**

**Bid RFQ-OCITY-044**  
**RFQ-PRE-QUALIFIED ARTIST POOL 2018-2021 FOR PUBLIC ART PROJECTS**  
**UNDER \$25,000**

Bid Number	RFQ-OCITY-044
Bid Title	RFQ-PRE-QUALIFIED ARTIST POOL 2018-2021 FOR PUBLIC ART PROJECTS UNDER \$25,000
Bid Start Date	Dec 20, 2017 8:28:40 AM CST
Bid End Date	Feb 7, 2018 4:00:00 PM CST
Question & Answer End Date	Jan 31, 2018 12:00:00 PM CST
Bid Contact	Randy Marks randy.marks@okc.gov
Bid Contact	City Clerk cityclerk@okc.gov
Bid Contact	Paula Hurst paula.hurst@okc.gov
Bid Contact	Robbie Kienzle robbie.kienzle@okc.gov
Bid Contact	Cherita Brice cherita.brice@okc.gov
Bid Contact	Lacy Kelly lacy.kelly@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.
Bid Comments	<b>The City of Oklahoma City's Office of Arts &amp; 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. Budgets are inclusive of design fees, fabrication, permitting, design review, installation, insurance provisions, and all other costs associated with public artwork. Please do not zip files.</b>

Item Response Form

Item **RFQ-OCITY-044--01-01 - RFQ- PRE-QUALIFIED ARTIST POOL 2018-2021 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.

DO NOT ADD 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 4:00:00 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 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 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 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, 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. 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, 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 bid evaluations, unless otherwise specified. However, offered discounts will be taken, 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 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 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.

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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 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 \_\_\_\_\_

98-006-106-0111 (1/16)

Updated 1/16/2017



**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**

(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"/> Garbishment                    | <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 [52 O.S. § 310.9](#).

Do you wish to receive payments by electronic funds transfer? \_\_\_\_ Attach an EFTIACH form (e-mail [vendorregistration@okc.gov](mailto: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](mailto: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-044

## REQUEST FOR QUALIFICATIONS PRE-QUALIFIED ARTIST POOL 2018-2021 FOR PUBLIC ART PROJECTS UNDER \$25,000

DEADLINE: FEBRUARY 7, 2018 4:00:00PM CST



(Published in the Journal Record 12/20/17)

## 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 February 7, 2018**, for the following:

### **REQUEST FOR QUALIFICATIONS – PRE QUALIFIED ARTIST POOL 2018-2021 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 at: <https://www.okc.gov/departments/bidding>.

#### **Use the following Registration Categories:**

**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, so please make sure to select this category during registration in order to receive direct announcements. Registrants may also choose additional categories, if desired.

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](http://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 4:00:00 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 2018-2021

**APPLICATION DEADLINE: February 7, 2018 at 4:00:00pm CST**

#### 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. 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 (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 specifically identifying art professionals qualified to complete 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.

The Pool 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.

There are twelve 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 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, landscaping, water, etc.)
- Written Word (creative writing, poetry)
- Video, Film and Projection (projection, laser)
- New Genre (digital, computer graphics, computer animation, interactive art\*, robotics, performance\*, 3D printing. Categories with an asterisk (\*) require video and digital recording of the art work; art work may not be eligible for 1% for Art funding.)

## 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 already in the Prequalified Pool for 2017-2020 should not submit an application unless applying for additional categories.**

## SUBMISSION REQUIREMENTS

To enter a submission, first register on BidSync. It is recommended that this be done early to avoid any difficulties with the deadline.

BidSync will ask for a Registration Category. At a minimum, please 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 in order to receive direct announcements. Additional codes may also be used, if desired.

Below are Instructions and a link to a training video. *All submissions are free of charge.* Artists may sign up for paid subscriptions at their discretion.

[BidSync Training Video](#)

After successful registration, the submission may be entered. Here is a checklist of what the submission must include in order to be considered:



### 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.



### Resume

Include a 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 four 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. 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.

Artists may include images for concepts for art work that has not been produced. The conceptual art work should have a projected budget of \$25,000, or less. In the "Location" column on the image ID sheet, insert "concept".

The limit of four images per category applies to 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 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. Please identify the project budget/cost for each work.** 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 TUESDAY, FEBRUARY 7, 2018 BY 4:00:00PM CST THROUGH BIDSYNC. 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. **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 a number of 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 of the selections prior to publication. Those artists selected for the Pool will be notified by email within a week following the Arts Commission's meeting in March 2018. Selected artists will remain in the Pool for a period of three years, from 2018-2021. 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 when the annual RFQ is announced. 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; artist's willingness to effectively communicate and work with a diverse range of stakeholders; safety; 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 at various times during the month of January 2018. To schedule an appointment, please contact Randy Marks, Associate Planner in the Office of Arts & Cultural Affairs, by phone at (405) 297-1274 or by email: [randy.marks@okc.gov](mailto: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](http://www.okc.gov/arts); or, contact Randy Marks, Associate Planner, Office of Arts & Cultural Affairs at (405) 297-1274 or email: [randy.marks@okc.gov](mailto:randy.marks@okc.gov).



# EXHIBIT "A"

## Artist Image ID Form

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

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]	[\$]

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

	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-044 - RFQ-PRE-QUALIFIED ARTIST POOL 2018-2021 FOR PUBLIC ART PROJECTS UNDER \$25,000

### Overall Bid Questions

There are no questions associated with this bid.