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# Statement of Qualifications

## Mural Artists

SOQ-####  
Ann Arbor, Michigan  
June ##, 2012

City of Ann Arbor  
Public Services, Public Art Administrator  
301 E. Huron Street, P.O. Box 8647  
Ann Arbor, Michigan 48107-8647

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## SECTION ONE

### GENERAL INFORMATION

#### A. OBJECTIVE

The purpose of this Statement of Qualifications (SOQ) is to find professional muralists and other artists whose work meets a set of standards and to pre-qualify them for City of Ann Arbor mural projects to be contracted in 2012 to 2014.

#### B. ISSUING OFFICE

The SOQ is issued by the City of Ann Arbor, Public Services Area and the Ann Arbor Public Art Commission. All questions regarding submissions to this SOQ must be addressed to:

Linda Newton  
Procurement Office, 5th floor City Hall  
301 E Huron Street, P.O. Box 8647  
Ann Arbor, MI 48104  
Phone: (734) 794-6576  
[lnewton@a2gov.org](mailto:lnewton@a2gov.org)

Questions regarding the proposal content and the public art project must be directed to:

Aaron Seagraves, Public Art Administrator  
6<sup>th</sup> floor City Hall  
301 East Huron Street, P.O. Box 8647  
Ann Arbor, MI 48107  
Phone: (734) 794-6310 x 43730  
[aseagraves@a2gov.org](mailto:aseagraves@a2gov.org)

#### C. QUALIFICATIONS

**TWO** copies of the mural artist's qualifications must be submitted. **ONE** digital copy (PDF) of the qualifications shall be submitted on a CD or DVD. The information included therein should be as concise as possible. The total submittal should not be more than 12 pages, with material on two sides (for a total of 24 pages).

Proposals shall be clearly marked "SOQ-###". The marking must be clear on the copies of the qualifications and the outside of the mailed package.

To be considered, each artist must submit a response to this SOQ using the format provided in Section III. No other distribution of the statement of qualifications is to be made by the submitter.

#### D. SELECTION CRITERIA

Responses to this SOQ will be evaluated, as shown in Section III. The evaluation will be completed by a selection panel consisting of members of the community, members of the Ann Arbor Public Art Commission and possibly members of City staff.

The initial evaluation is to determine a pool of applicants. This evaluation will be made following receipt of the qualifications. This pool of applicants will be pre-qualified for mural, and similar media, public art projects commissioned by the City. Selection panels for specific mural projects will evaluate the applicants within the pool for the purpose of selecting artists from which to request proposals for the specific project. Each project will have distinct criteria for artist selection.

#### **E. CHANGES IN THE SOQ**

Should any prospective artists be in doubt as to the true meaning of any portion of this SOQ, or should the artists find any ambiguity, inconsistency, or omission therein, the artist shall make a written request for an official interpretation or correction. Such requests must be submitted to the issuing office not less than seven (7) days prior to the final date of submittal of the qualifications. The person making the request shall be held responsible for its prompt delivery.

The City's staff will make such interpretation or correction, as well as any additional SOQ provisions that the City may decide to include, only as an SOQ addendum. Any addendum issued by the City shall become a part of the SOQ. Proposers should consider issued addendums in preparing his or her qualifications. Only bulletins duly issued by the City shall be binding.

#### **F. RECEIPT OF QUALIFICATIONS**

The qualifications must be submitted to the Procurement Office by July ##, 2012 by 9:00 am. The hand delivery or mailing address is:

Linda Newton  
Procurement Office, 5th floor City Hall  
301 E Huron Street, P.O. Box 8647  
Ann Arbor, MI 48104

Prospective submitters are responsible for the timely receipt of their qualifications. All qualifications become the property of the City of Ann Arbor once reviewed, whether awarded or rejected. Late submissions will NOT be considered or accepted.

#### **G. DISCLOSURES**

All information in a submitter's qualifications is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

#### **H. PROFESSIONAL SERVICES AGREEMENT**

Selected artists will be required to enter into a contract for artist services with the City of Ann Arbor. For your reference a sample contract for artist services is attached. Please note the insurance requirements and other terms in the contract.

### **I. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the artist prior to the execution of a contract.

### **J. NON-DISCRIMINATION BY CITY CONTRACTORS**

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, shall receive approval from the Procurement Unit prior to entering into a professional services agreement with the City. Said firms shall take affirmative action to ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex.

Each prospective contractor shall submit to the City data showing current total employment by occupational category, sex and minority group. If, after verifying this data, the Procurement Unit concludes that it indicates total minority and female employment commensurate with their availability within the contractor's labor recruitment area, i.e., the area from which the firm can reasonably be expected to recruit, the prospective contractor shall be accepted by the Procurement Unit as having fulfilled affirmative action requirements for a period of six (6) months at which time the Procurement Unit will conduct another review. Other firms shall develop an affirmative action program in conjunction with the City of Ann Arbor's Human Resources Director. The program shall include specific goals and timetables for the hiring and promotion of minorities and females. Said goals shall reflect the availability for minorities and females within the firm's labor recruitment area.

### **K. LIVING WAGE**

All contractors proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations promulgated by the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a "covered employer" as defined therein to pay those employees providing services to the City under this agreement a "living wage" as defined in Chapter 23 of the Ann Arbor City code; and, if requested by the City, provide documentation to verify compliance. The contractor agrees to comply with the provisions of Section 1:1815 of Chapter 23 of the Ann Arbor City Code, Exhibit D.

### **L. RESERVATION OF RIGHTS**

The City of Ann Arbor reserves the right to accept any qualifications in whole or in part, to reject any or all qualifications in whole or in part and to waive irregularity and/or informalities in any qualifications and to make the award in any manner deemed in the best interest of the City.

## SECTION 2

### OBJECTIVE

The City of Ann Arbor is requesting a statement of qualifications from muralists and other artists from which to determine a pool of pre-qualified artists to request proposals from for upcoming mural projects. The projects will require design, fabrication and installation of murals as public art. Mosaics, mounted sculpture, or other media of a similar type will also be considered. The mural projects will be located in public spaces, on public property. All submissions to this SOQ will be considered to pre-qualify for projects that are to be initiated beginning this year and continuing through the end of 2014. A subsequent SOQ will be released for mural projects initiated after 2014. The number of projects the city will commission in this timeframe is to be determined. Approximately two or three projects are expected. The budget for each project will range from approximately \$10,000 to \$20,000.

### GENERAL EXPECTATIONS

Artists are expected to meet the following criteria:

- Demonstrate work experience in mural artwork, or other media of a similar type
- Proficiency in 2-D or surface mounted media and art fabrication
- Ability to work together with oversight bodies, project managers and city staff
- Ability to work on-location and complete an artwork installation in a timely manner
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### SECTION THREE MINIMUM INFORMATION REQUIREMENTS

Artists should demonstrate their capabilities and competence in their field. The statement of qualifications must contain the following information, as outlined. Please review these items carefully.

Be sure to **provide the information in bold**.

A. Personal information

1. Include a copy of your **resume**.
2. Include **contact information**. Provide an address, phone number and email.

B. Qualifications and experience with mural projects

State in a written **letter of interest** the relevance of mural artwork, or other media of a similar type as a form of public art play in your artistic work. Indicate how your qualifications as a muralist/artist would fit upcoming projects. Provide **details of past work**. Indicate if you have worked on public art projects in the past, if you have worked collaboratively with a project development team, whether they were within budget and completed on time, and give a general statement of your approach to mural and art projects. List **three work references**. (Letters of recommendation are not required.)

C. Past Work

1. Send up to **15 digital images** of past applicable artwork; JPEGs, 1MB maximum size per image
2. Submit a **list for these digital images** that include titles, medium, dimensions, location, year of completion, and artwork budget amount

#### CONTRACT COMPLIANCE

The successful bidder must comply with the City of Ann Arbor's Non-Discrimination Regulations (Chapter 112, Section 9:161 of the City Code) and with living wage provisions of Chapter 23 of the Ann Arbor City Code before award and at all times during the term of this proposed contract and/or agreement.

#### SELECTION

A selection panel will evaluate each submission, by the criteria described above (A through C), to determine top applicants. The selection panel will then determine which,

if any, artists will be interviewed, to further evaluate the artist's expertise and work history. The City may contact references to verify material submitted by the artist. The top applicants will be included in a list of pre-qualified artists for upcoming mural projects.

All mural projects, and similar types of projects, will be developed by the Ann Arbor Public Art Commission. Request for Proposals will be drafted for each mural project. Up to five pre-qualified artists will be selected to develop full proposals for the respective mural project and will receive the Request for Proposals.

The City reserves the right to not consider any proposal determined to be unresponsive and deficient in any of the information requested for evaluation.

**TIMELINE**

July ##, 2012 this SOQ	.....	Deadline for responses to
July ##, 2012	.....	Selection Panel meets
July ##, 2012	.....	Artist Interviews

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