

**Public Artist
Statement of Qualifications**

[cover sheet]

Draft

SECTION ONE

GENERAL INFORMATION

A. OBJECTIVE

The purpose of this Statement of Qualifications (SOQ) is to find professional artists whose work meets a set of standards in which they will be pre-qualified for the City of Ann Arbor public art projects for two (2) years from 2013 to 2015.

B. QUESTIONS ABOUT THE SOQ

The SOQ is issued by the City of Ann Arbor, Procurement Unit on behalf of the Public Services Area and the Ann Arbor Public Art Commission.

Questions regarding the SOQ content must be in writing and directed to: Aaron Seagraves, Public Art Administrator at aseagraves@a2gov.org

All questions regarding SOQ submissions process must be addressed in writing to: Linda Newton, Procurement Officer at lnewton@a2gov.org.

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 members of City staff.

The initial evaluation is to determine a pool of pre-qualified Artists. This evaluation will be made following receipt of the Artist qualification packages. The pool of applicants will be pre-qualified for public art projects commissioned by the City. The quality of the applicant qualifications will be the basis for the determination of entry into the pre-qualified pool. See Section Two for criteria. All qualified applicants will be placed into the pool of pre-qualified artists.

Selection panels for specific art projects will evaluate the pre-qualified Artists within the pool for the purpose of selecting artists from whom to request proposals for the specific project. The specific requirements for each project will be the basis for selecting per-qualified artists within the pool from which to request proposals, and each project will have distinct criteria that the proposal must meet to be selected.

The City reserves the right to request additional information regarding specific qualifications either before selecting artists in the pre-qualified pool from whom proposals are requested for a specific public art project, or to be provided by the selected artists as part of their proposals for a specific art project.

The City also reserves the right to issue a separate SOQ for any project for which the City believes it is in the City's best interest to obtain information about qualifications required for the project and not sufficiently covered in this SOQ. Artists will be selected to submit proposals for that project through that process and not from the pre-qualified pool of artists. Even if they have been selected for the pre-qualified pool through this SOQ, artists interested in the project will need to submit their qualifications under the requirements of the separate SOQ.

E. ADDENDUMS TO THIS DOCUMENT

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. SUBMISSION OF STATEMENT OF QUALIFICATIONS

All Statement of Qualification (SOQ) packages are due and must be delivered to the City of Ann Arbor Procurement Unit on or before **##### ## 2013 by 10:00AM**. SOQs submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Artist must submit one (1) original SOQ package, one (1) SOQ package copy, and one (1) digital (CD,DVD,flash drive) copy of SOQ package in a sealed envelope clearly marked: **SOQ ### – Public Artist Pre-Qualification**.

Bids must be addressed and delivered to:

City of Ann Arbor
Procurement Unit, 5th Floor
301 East Huron Street
P.O. Box 8647
Ann Arbor, MI 48107

All SOQs received on or before the Due Date will be publicly opened and recorded immediately.

Hand delivered SOQs should be date/time stamped/signed by the Procurement Unit at the address above in order to be considered. Normal business hours are 8:00 a.m. to 3:00 p.m. Monday through Friday. The City will not be liable to any for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the SOQ. Each Artist is responsible for submission of their SOQ.

Additional time will not be granted to a single Artist; however, additional time may be granted to all Artists when the City determines that circumstances warrant it.

All qualifications become the property of the City of Ann Arbor once reviewed, whether awarded or rejected.

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. NONDISCRIMINATION AND LIVING WAGE REQUIREMENTS

To the extent applicable, a selected artist must comply with the nondiscrimination provisions of MCL 37.2209, with the City of Ann Arbor's nondiscrimination requirements (Chapter 112, Section 9:161 of the City Code) and with living wage provisions of Chapter 23 of the Ann Arbor City Code.

For reference, the following are attached:

- Contract compliance form to report employment data (Attachment E).
- Living wage declaration form (Attachment D)
- Copy of the current living wage poster (Attachment C).

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.

The City reserves the right to select pre-qualified Artist from the pool of applicants at their discretion.

The City does not guarantee pre-qualified Artist work.

SECTION TWO

OBJECTIVE

The City of Ann Arbor is requesting a statement of qualifications from public artists, from which to determine a pool of pre-qualified artists to request proposals from for upcoming art projects. The majority of projects will require design, fabrication and installation of public art. Some projects may seek only the design. The 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 initiated this year and continuing through the end of 2015. A subsequent SOQ will be released for projects initiated after 2015. The number of projects the city will commission in this timeframe is to be determined.

PUBLIC ARTWORK GUIDELINES

1. Public art project budgets will vary. These budgets are inclusive of design, artist fees, fabrication, installation, insurance and all other costs associated with artwork.
2. Artwork will be required to be durable and lasting. It must withstand a high-traffic, unmonitored outdoor environment with very little maintenance.
3. Inclusion of the pre-qualified artist list does not guarantee commission of artwork.
4. Artist approved and placed on the City's pre-qualification artist list will remain pre-qualified for a period of two (2) years from approval date. Artist must reapply every two (2) years.
5. Application materials will not be return and become the property of the City of Ann Arbor.

EVALUATION CRITERIA

Artists will submit a complete statement of qualifications as outlined in Section Three. Using the information provided, artists will be determined to qualify for the pre-qualified pool of artists based on the following:

- Quality of past work provided as work samples
- Demonstrated work experience in art design and fabrication
- Proficiency in art medium
- Accomplished lasting artwork in a public space
- Ability to work together with oversight bodies, project managers and city staff
- Ability to work on-location, to complete an artwork in a timely manner and within budget

SECTION THREE MINIMUM INFORMATION REQUIREMENTS

To be considered, each Artist must submit a SOQ package using the format provided in this section. In the event an Artist fails to comply with the format below, they could be disqualified from pre-qualification process. Please review these items carefully.

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-835". The marking must be clear on the copies of the qualifications and the outside of the mailed package. Be sure to **provide the information in bold**.

- A. Include a copy of your **résumé**. Artist teams must submit a resume for each team member.
- B. Please complete the attached **Public Artist Application** and provide your contact information, and list three work references (letters of recommendation are not required.)
- C. State in a written **letter of interest** the relevance of your artwork. Indicate how your qualifications serve you to be considered for new public artworks in Ann Arbor. 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 public art projects.
- D. Send up to **12 digital images** of past applicable artwork; JPEGs, 1MB maximum size per image
- E. Submit a **list of the digital images** provided, that includes: artwork titles, medium, dimensions, location, year of completion, and artwork budget amount.

SELECTION

A selection panel will evaluate each Artist's SOQ package, by the criteria described in Section Two under "Evaluation Criteria," to determine eligibility of Artists for the pre-qualified pool of artists. The City may contact references to verify material submitted by the artist.

All public art projects will be developed by the Ann Arbor Public Art Commission. A Request for Proposals will be drafted for each project. Up to five pre-qualified artists will be selected to develop full proposals for the respective art project and will receive the Request for Proposals for that project.

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

Deadline for responses to this SOQ
Selection Panel meets
Selection for Pre-Qualified Pool of Public Artists

Draft

**CITY OF ANN ARBOR
PUBLIC ART ARTIST APPLICATION**

Personal Information

| | |
|--------------------|--|
| Name/Company Name: | |
| Address: | |
| State: | |
| Zip Code: | |
| Email: | |
| Phone Number: | |

Past Work - List and detail your three most recently completed public art commissions:

| | |
|-----------------------|--|
| Title: | |
| Location: | |
| Media: | |
| Date Completed: | |
| Commissioning Entity: | |
| Website (if online): | |
| Title: | |
| Location: | |
| Media: | |
| Date Completed: | |
| Commissioning Entity: | |
| Website (if online): | |
| Title: | |
| Location: | |
| Media: | |
| Date Completed: | |
| Commissioning Entity: | |
| Website (if online): | |

**CITY OF ANN ARBOR PUBLIC ART
ARTIST APPLICATION**

References

| Name | Phone Number | Scope of Work |
|------|--------------|---------------|
| | | |
| | | |
| | | |

Media Types

Have you worked with the following media type for a majority of your public art commissions? Check the one that best applies to your past work and the images you submitted.

| | | | |
|--------------------------|-----------|--------------------------|----------------------|
| <input type="checkbox"/> | MURALS | <input type="checkbox"/> | RELIEFS |
| <input type="checkbox"/> | SCULPTURE | <input type="checkbox"/> | PHOTOGRAPHY |
| <input type="checkbox"/> | MOSAIC | <input type="checkbox"/> | MIXED OR MULTI MEDIA |
| <input type="checkbox"/> | PAINTINGS | <input type="checkbox"/> | OTHER _____ |

Materials

What material do you typically work with? Some examples of material are bronze, vinyl, paint, mixed media, concrete, stone, or metal. Please list three art materials that you have the most experience with:

Certification

In signing below you are certifying that all information provided is accurate. In addition you are agreeing to a two (2) year pre-qualification term in which based on your pre-qualifications you could be selected to receive request for Proposals (RFP) for future public art projects in the City of Ann Arbor. Please sign and date this application:

| | | |
|------------------------|---------------|---------------------------------|
| _____ Signature | _____ Date | _____ Printed Signature Name |
| _____ Email Address | | _____ Phone Number |