

# ART IN PUBLIC PLACES Monroe County, Florida

## Biannual Request for Qualifications (RFQ)

RFQ accessed through Demandstar-Onvia by calling (800)711-1712 or the websites [www.demandstar.com](http://www.demandstar.com) or [www.monroecounty-fl.gov](http://www.monroecounty-fl.gov)

### Board of County Commissioners (BOCC)

Mayor, Sylvia Murphy, District 5  
Mayor Pro-Tem, Danny Kohlage, District 1  
George Neugent, District 2  
Heather Carruthers District 3  
David Rice, District 4



### SUBMISSION DEADLINE

**Date: July 22, 2014**  
**Time: 3 pm E.S.T.**

### THE ART IN PUBLIC PLACES PROGRAM AND BUDGET

Monroe County Art in Public Places (AIPP) is a county appointed committee responsible for the commission and purchase of art by contemporary artists in any media. The Monroe County Art in Public Places Ordinance mandates that 1% of new county building construction costing a minimum of \$500,000 and renovations costing a minimum of \$100,000 be set aside to fund this program. A five member committee appointed by the County Commission plus two non-voting members appointed by the county administrator, pre-qualifies, reviews and recommends projects to the Board of County Commissioners (BOCC). The Monroe County Art in Public Places program is administered by the Florida Keys Council of the Arts (FKCA).

### SELECTION OF ARTWORK: A two-step process

#### **Step 1 - Request for Qualifications (RFQ)**

Artist must meet all criteria to qualify through the initial application process; in which artists must substantiate successful completion of contracts and projects within the past 10 years in the public and/or private sector. AIPP Committee members will select the artists, and then they will be eligible to receive all **Requests for Proposals (RFP)**. Artists whose current materials have been pre-qualified for previous projects with the Florida Keys Council of the Arts will receive all RFPs for future projects for five (5) years. It is the artists' responsibility to notify FKCA of mail and e-mail address changes.

#### **Step 2 - Request for Proposal (RFP)**

Once an artist has been Qualified (in step 1) they are notified of all opportunities to complete an **RFP**. Artists may develop and submit a proposal based on their evaluation of the project and site opportunities. In collaboration with the artist, the county staff and the project architect will provide all pertinent project information, which may include suggested general locations for both interior and exterior treatments. Artist may make use of exterior and interior materials such as landscape, site furnishings, column cladding, flooring material, furniture, glazing, and lighting. If applying for multiple spaces, proposal will furnish an itemized budget for each space. AIPP will furnish artists with apportioned budgets accordingly. The total amount shall not exceed the stipulated total allotted per project for Public Art. Artists are encouraged to develop proposals for alternate spaces, and AIPP reserves the right to include such proposals in the review and selection process. Proposals must comply with ADA and local code requirements.

## **REQUEST FOR QUALIFICATIONS (RFQ) - APPLICATION PROCESS:**

Artists who wish to be considered must submit **all** the following materials:

1. **Application:** Complete, sign, and date the attached application.
2. **Artist statement** (one page maximum) stating interest, outlining artist's approach to public art, and describing relevant past experience.
3. **Current resume** – teams must indicate length of time working together and submit one resume for each team member.
4. **Public and/or private commissions** completed within the last ten years. Include 5 – 10 images on a CD or by email in jpeg format at 300 dpi. (or 96 dpi, 760 x 960).
5. **Cover page with the following:** a list identifying each digital image with image name and/or corresponding number, title of work, media, size, location of artwork, and date of completion. Include all contact information including address, telephone, e-mail and website.

**Please note:** No original art will be accepted for review in the RFQ application process. Materials will not be returned to the applicant without prior pre-paid shipping.

### **SELECTION CRITERIA APPLICABLE to RFQ**

Successful completion of contracts and projects within the past 10 years in the public and/or private sector, and showing that work has stood the test of time.

### **APPLICATION DEADLINE**

1. The required application must be received by **July 22, 2014 - 3 p.m. EST**, at which time they will be opened.

2. Include two (2) original sets of the written materials signed and dated (submittal items 1, 2, 3 above) plus five (5) copies; and include one set of visual materials (items 4 and 5, above), in a sealed envelope clearly marked on the outside "Sealed materials for Biannual RFQ for Art in Public Places" addressed and delivered to:

**Monroe County Purchasing Department, 1100 Simonton Street # 2-213, Key West, FL 33040.**

Any materials received **after** the deadline stated above will automatically be rejected. Materials may be delivered by certified mail, return receipt requested; hand-delivered; or couriered. Faxed, emailed or incomplete applications will be disqualified. All responses must remain valid for a period of ninety (90) days. The BOCC will automatically reject the application of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under Sec. 287.133(3) (d), FS (1997).

**When an artist has successfully completed the above RFQ process, they are then eligible to apply for any Request for Proposals (RFP).**

**The following process and criteria will apply for all Request for Proposals:**

### **SELECTION CRITERIA**

Exceptional Quality (25 points)

Enduring Value and Maintenance (30 points)

Site Compatible (25 points)

Character and Environment of the Florida Keys (10 points)

Artists that reside in the Florida Keys (10 points)

### **SELECTION PROCESS AND TIMELINE**

Artists will be advised of the final date for recommendation to the BOCC if and when they are sent a Request for Proposal (RFP). Finalists may be required to present to the BOCC at a monthly meeting. The artist(s) will have at least ninety (90) days to execute and complete their work to coincide with the completion date of the project.

### **INSURANCE REQUIREMENTS**

Artists whose proposals are selected through the RFP process must agree to maintain a \$300,000 liability insurance policy which will insure and indemnify the artist(s) and the County during the term of the contract and for one year after acceptance of the project, unless the requirement is waived by the Monroe County Risk Manager.

### **Questions Contact:**

**Elizabeth Young**, Executive Director, Florida Keys Council of the Arts  
[director@keysarts.com](mailto:director@keysarts.com) or phone: 305.295.4369

# Monroe County Art in Public Places

## Request for Qualifications Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: work: \_\_\_\_\_ cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Monroe County resident: Yes \_\_\_ No \_\_\_  
(If yes, attach proof of residency – such as a driver’s license or utility bill)

**For your application to be considered – All requested information must be included.  
Please check the following items to indicate they are attached:**

- **2 originals and 5 copies** must be submitted.
- Artist Statement (please limit to 300 words).
- Current resume. (Teams must submit one resume for each member.)
- Examples of completed public and or private commissions (Maximum 10 images.)
- Cover page with list identifying images.

Note: Support materials will not be returned to the applicant without prior pre-paid shipping.

**Signature** confirms that all information provided for this application is true and correct.

\_\_\_\_\_  
Artist or head of Artist team

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Date