

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 or www.monroecounty-fl.gov

Board of County Commissioners (BOCC)

Mayor Heather Carruthers, District 3

Mayor ProTem George Neugent, District 2

Danny Kohlage, District 1

David Rice, District 4

Sylvia Murphy, District 5



SUBMISSION DEADLINE

Date: August 31, 2016

Time: 3:00 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 public 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 \$500,000.00 and renovations costing a minimum of \$100,000.00 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 (pre-qualify) the artists, and then those selected artists will be eligible to receive all published **Requests for Proposals (RFP)** as projects arise. All pre-qualified Artists with current materials on file with the FKCA will receive all RFPs for future projects for five (5) years. Artists will be notified 30 days in advance of their 5 year expiration date and may remain in the database for an additional 5 years by written (email) agreement. It is the artists' responsibility to notify FKCA of current contact information; address and e-mail address changes.

Step 2 - Request for Proposal (RFP)

Once an artist has been Qualified (step 1 above) 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 review 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. Artists may make use of exterior and interior materials such as landscape, site furnishings, column cladding, flooring material, furniture, glazing, and lighting depending on the project and scope of work. If applying for multiple spaces, the proposal shall furnish an itemized budget for each space. AIPP will furnish artists with apportioned budgets accordingly. The total amount shall not exceed the stipulated total allocated 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.

RFQ - APPLICATION PROCESS:

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

1. **Application:** Complete, sign, and date the attached one page 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 thumb drive or by email to director@keysarts.com 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 includes:

Proper completion of the application process, 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 for its intended purposes.

APPLICATION DEADLINE

1. The required materials in the application process outlined above must be received by **August 31, 2016 at 3:00 p.m. EST**, at which time they will be opened.

2. Include **two (2)** sets of the **written** materials signed and dated **MARKED ORIGINAL** (submittal items 1, 2, 3 above) plus **five (5)** copies; and include (or by EMAIL) 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 (except for the images) 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), F.S.

When an artist has successfully completed the above RFQ process, and they are approved by the Committee, then the artist will be eligible to apply for any and all RFP’s. (request for proposals).

The following process and criteria will apply for each RFP:

SELECTION CRITERIA

Exceptional Quality of Proposed Artwork (25 points)

Enduring Value and Maintenance of Proposed Artwork (30 points)

Site Compatibility (25 points)

Character and Environment of the Florida Keys depicted in the Proposed Artwork (10 points)

Artists that reside in the Florida Keys (10 points)

SELECTION PROCESS AND TIMELINE

When artists are sent an RFP they will be advised of the date that the Committee will make its recommendation of award to the BOCC. Finalists may be required to present at a discussion of the BOCC at a monthly agenda 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 upon issuance of a notice to proceed with the project and after proper and full execution of the AIPP Purchase Agreement and appendix forms.

INSURANCE REQUIREMENTS

Artists whose proposals **are** selected through the RFP process must agree to maintain a \$300,000.00 liability insurance policy which will insure and indemnify the artist(s) and the Monroe County Board of County Commissioners 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 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