

**REQUEST FOR QUALIFICATIONS  
REGIONAL CALL TO ARTISTS**

**NUMBER  
RFQ 10-118**



**THE METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**



**Public Art Project for McCabe Park and Community Center  
For Metro Nashville Arts Commission**

**Sandra Duncan, Metro Nashville Arts Commission  
Terry Griffith, Division of Purchasing & Contract Management**

**REGIONAL CALL TO ARTISTS- REQUEST FOR QUALIFICATIONS  
McCabe Park and Community Center Project RFQ #10-118**

**I. INTRODUCTION AND OVERVIEW**

**A. Project Summary**

The Metropolitan Government of Nashville and Davidson County (hereinafter Metro) through the Metro Nashville Arts Commission (MNAC) Public Art Committee is soliciting Statements of Qualifications/ SOQ from interested and qualified Respondents (artists) to design, fabricate and install artwork(s) at McCabe Park near its new Community Center in summer 2011.

**B. Project Budget**

Total artwork budget: \$50,000

The project budget allocates \$50,000 for one artwork or multiple, related artworks. These figures represent the total artist budget, to include artists' fees, overhead and operating costs, fabrication costs, all project-related travel, installation costs, and site preparation costs, plus insurance, contingency, and any other artist-related costs.

**Submission deadline:** Materials must arrive at one of the addresses listed in section II. E.7. not later than

**\*\*\*\* December 17, 2010 at 3:00 p.m. Central Standard Time \*\*\*\***

**C. Scope of Work**

Located in West Nashville amid several historic neighborhoods, 210-acre McCabe Park first opened to the public in 1942. The park borders Richland Creek, an environmentally impaired urban waterway that has been the focus of much recent grassroots clean-up effort. McCabe Park contains a 27-hole golf course, portions of the Richland Creek Greenway, three youth baseball fields, and a playground. In summer 2011, the new McCabe Park Community Center will open, replacing an obsolete facility from the early 1960s. The LEED Silver certified center will include a gymnasium, indoor walking track, fitness center, movement studio, multipurpose arts and crafts room, kitchen, game room, wi-fi lounge, a rooftop deck, an outdoor amphitheater, and other amenities. The building will have a vegetated (green) roof, and multiple rain gardens, among other sustainable features. Programmed activities at the center will include various fitness and cultural/visual arts classes, community activities, performances, tutoring, social services/assistance, and other events.

The center will be located in an activity-rich area of the park – on a main thoroughfare, near the park's historic WPA entrance, adjacent to the golf course clubhouse and a future driving range, beside an existing playground and ballfield, and soon bisected by the next phase of the greenway. The greenway extension will connect Richland Creek Greenway with White Bridge Road, Cherokee Park, Sylvan Park, Nashville State Community College and McCabe Park areas. This nexus of activity results in a campus with multiple outdoor locations well-suited to public art that can be accessible to the diverse range of park user groups -- on foot, bike and in car.

Because this campus is located at the neighborhood's major street intersection, where Murphy Road intersects 46<sup>th</sup> Avenue North, and across from a small commercial node filled with popular local restaurants and businesses, the art also has the potential to define or enhance the identity of the neighborhood, along with that of the park.

The two sites within the park noted below appear to be the best locations for placing public art to achieve the goals of this project. Semi-finalist artists will be able to propose one artwork or multiple, related pieces at either of these sites. If an artist is drawn to another location and believes the site can achieve the project goals, that proposal will be considered.

1) A visual node beyond the historic stone entrance where the road meets the proposed greenway offers a place to welcome visitors with an artwork feature that could also function as a way-finder.

2) 46th Avenue frontage would be visible to both pedestrian and vehicular traffic.

Semi-finalist artists will be encouraged to consider local history, natural features and/or community culture as inspiration for artwork proposals. (See Community History for more details. Additional information gathered from a community meeting will be available to semi-finalist artists.)

This RFQ/Regional Call to Artists will result in a short list of approximately two to three semi-finalists, who will each receive a commission of \$1,000 for travel to visit the project site, development of proposals and making a presentation to the selection committee.

To see a site plan and other related images, refer to MNAC's website at [www.artsnashville.org/pubartprojects/](http://www.artsnashville.org/pubartprojects/) for the online version of this call.

Figure 1 – Site plan for community center and public art site opportunities

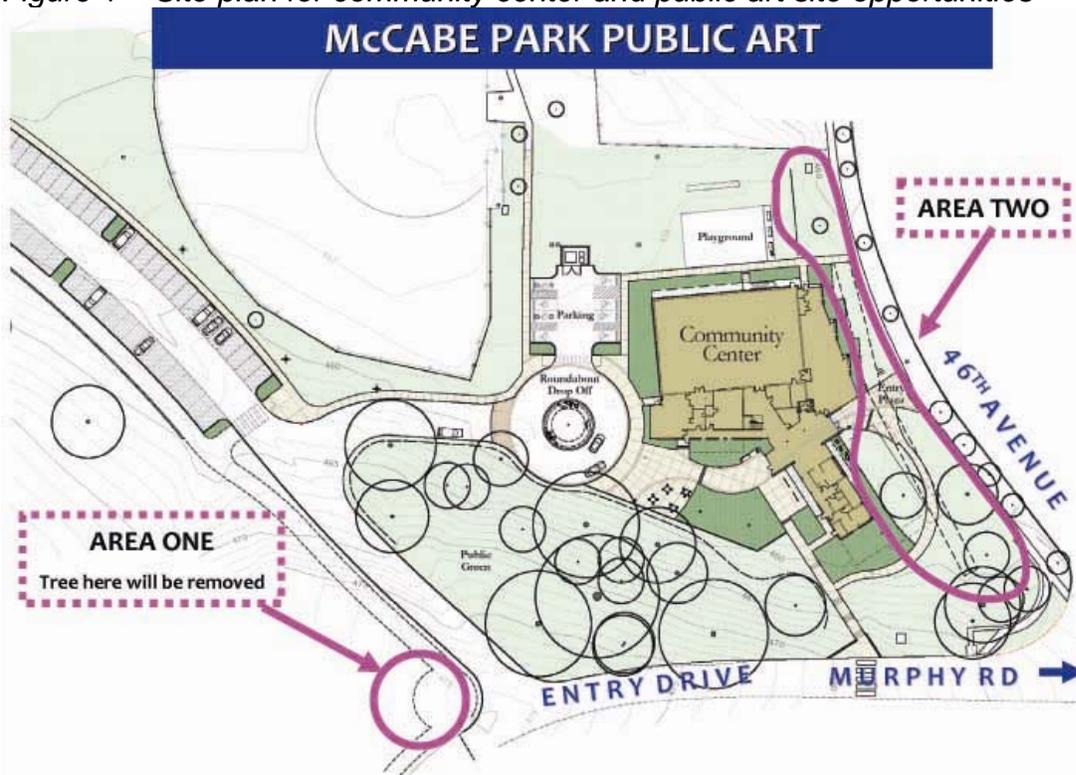


Figure 2 – Image of visual node as seen from intersection of Murphy Rd and 46<sup>th</sup> Avenue (Tree at the site will be removed.)



Figure 3 – Image of 46<sup>th</sup> Avenue frontage



## **D. Eligibility**

The public art project is open to professional artists working in all mediums, who reside within approximately 250 miles of Nashville, including Atlanta, Memphis, Knoxville, Chattanooga, Bowling Green, Paducah, Louisville, Huntsville and Birmingham.

Artists with conflicts of interest as outlined in the Metropolitan Government of Nashville and Davidson County's Public Art Guidelines are ineligible for public art commissions or projects. Artists may reference section VII of the Public Art Guidelines online at [www.artsnashville.org/pubartprogram/pubartguide.php](http://www.artsnashville.org/pubartprogram/pubartguide.php).

## **E. Project Goals**

The artworks should:

- resonate with people of all ages and backgrounds
- engage pedestrian and vehicular viewers, both day and night
- contribute to a comfortable and stimulating environment, making the park a central gathering place that people want to visit and return to often
- be captivating, encourage exploration, stimulate imagination
- help define this major neighborhood crossroads
- become a symbol of, or icon for, the neighborhood
- be visible and compelling to through-motorists
- include detail that is relatable and offers additional rewards to those on foot or bike
- and may include sustainable materials

In a broader sense, the project may:

- give meaning to place by referencing attributes of the Sylvan Park community
- contribute to the visual character and texture of the community
- stimulate social interaction
- foster collective memory, and
- use public art as a means to further the community's sense of spirit and pride.

## **F. Community History**

The land making up McCabe Park was originally owned by the Bosley family, who settled here in about 1818 near Johnson's Station, a pioneer settlement station. The property, which included the St. Thomas Hospital and Aquinas College land, was known as Bosley Springs for the white sulphur springs located near there. Bosley Springs Road gets its name from this family.

In 1910, Warren Sloan, a businessman and real estate developer, took ownership of the property. At that time, the Sloan house stood near the site of the current golf clubhouse, and much of the land was farmland. In 1927, he sold 131 acres of farmland to the city for McConnell Field, which replaced Blackwood Field and became the City's municipal airstrip until the development of Berry Field.

Through the assistance of the Works Progress Administration in the Depression decade of the 1930s, a playground, golf course and park were developed on the land that had been McConnell Field. A nine-hole golf course opened to the public in 1942; the 2<sup>nd</sup> nine holes were developed later that decade. McCabe Park was named for Nashville Park Commissioner and Postmaster Charles McCabe, who died in 1939.

## **G. Metro Nashville Arts Commission and Public Art Program**

The Metropolitan Nashville Arts Commission (MNAC) is a department of the Metro Government of Nashville and Davidson County created in 1978 for the purpose of promoting, preserving and expanding the cultural and artistic interests of the general public. The MNAC public art program was established in June 2000, with the passage of a public art ordinance. The ordinance dedicates one percent (1%) of the net proceeds of general obligation bonds issued for construction projects to fund public art. The MNAC established guidelines, available online at [www.artsnashville.org](http://www.artsnashville.org), and named a Public Art Committee (PAC) as a standing committee to oversee the public art program.

## **II. SUBMISSION INSTRUCTIONS**

The following projected timetable should be used as a working guide for planning purposes. Metro reserves the right to adjust this timetable as required during the course of this Request for Qualifications process.

| <b>EVENT</b>                                    | <b>DATE</b>         | <b>DAY</b> |
|---|---------------------|------------|
| Request for Qualifications due                  | Dec. 17, 2010       | Friday     |
| Selection panel                                 | January 3-7, 2011   | M-F        |
| Site visit for semi-finalists                   | January 24-28, 2011 | M-F        |
| Semi-finalists' presentation to selection panel | March 21-25, 2011   | M-F        |
| Installation completed                          | Summer 2011         |            |

### **B. Selection Criteria**

Artists will be selected on the basis of the following criteria (in order of priority):

- artistic merit
- broad experience as a professional artist
- experience applicable to this project
- references regarding ability to perform according to schedule and budget
- expressed interest in and understanding of the project

### **C. Inquiries**

Direct all questions related to this *RFQ/Regional Call to Artists* to the Metro Purchasing staff via e-mail only: [terry.griffith@nashville.gov](mailto:terry.griffith@nashville.gov).

### **D. Compliance With the RFQ**

Submissions must be in strict compliance with this *Request for Qualifications*. Failure to comply with all provisions of the RFQ may result in disqualification.

### **E. Response Format and Sending Submittals**

Please submit the following materials to the address below (all text must be printed on *single-sided pages*):

1. A brief one-page printed letter of interest addressing selection criteria and highlighting particular qualifications for the position and perceptions about the project.
2. Up to twenty (20) digital images of recent work according to the instructions below. Team submissions should not exceed a total of twenty images.

- a. Submit only high-quality JPEGs on a CD-R disk (not CD-RW, or any other media), with 800 x 600 pixels maximum width and height respectively.
  - b. Use file extension '.jpg'
  - c. Each file should be titled with artist's last name and number corresponding to number on image list, with "0" in front of single digit numbers (e.g. smith\_01.jpg, smith\_02.jpg, etc.). Label both the CD-R and its case or sleeve with artist's name, contact information, and number of images.
  - d. Do not embed images into PowerPoint
  - e. Only one image per jpg; do not submit mosaics of images. More than one image per jpg file are not seen adequately by selection panel.
3. Printed, single-sided annotated image list, including:
    - a. artist(s) name
    - b. title of artwork or project
    - c. date of artwork or project completion
    - d. medium(s)
    - e. dimensions (H x W x D)
    - f. location, if permanently sited
    - g. project budget
    - h. project description
    - i. client
    - j. for projects involving teams, integrated artwork or collaborations with architects or others, please specify what your contributions as the artist were.
  4. Current résumé, not to exceed four printed *single-sided* pages. If applying as a team, each team member may submit a 4-page résumé.
  5. References, on one page:
    - a. list three people with whom you have worked on a art project who can describe your participation.
    - b. include name, title, address, e-mail and current daytime telephone for each reference
  6. Mail submissions to:
 

**Metro Arts Commission**  
**P.O. Box 17286**  
**Nashville, TN 37217**

**Alternate address: (to be used for UPS or FEDEX)**

**Metro Arts Commission**  
**800 2<sup>nd</sup> Ave. South, 4<sup>th</sup> Floor**  
**Nashville, TN 37210-2008**

Please note: USPS (the United States Postal Service) will not deliver to our street address. If applicant mails entry, it must be addressed to MNAC's PO Box shown above.

7. Submission deadline: All submittals must be received no later than  
**\*\*\*\* December 17, 2010 at 3:00 p.m. Central Standard Time \*\*\*\***

The Contract Specialist at the Metro Division of Purchasing & Contract Management will ensure that only submissions received by the deadline will be accepted.

Incomplete or ineligible submissions will not be reviewed. Every effort will be made to insure the safe handling of submitted materials; however, the Metro Nashville Arts Commission will not be responsible for any loss or damage.

### **III. SELECTION PROCESS**

#### **A. Method of Source Selection**

The Department is using the Competitive Sealed Proposals method of source selection, as authorized by Section 4.12.040 of the Metropolitan Procurement Code, for this procurement.

#### **B. Selection/ Evaluation Committee**

The Metro Purchasing Agent will appoint an evaluation committee (hereinafter referred to as selection committee) to evaluate the submissions. That selection committee will be proposed by MNAC staff for each project and recommended to the Purchasing Agent by the Public Art Committee (PAC).

The selection committee for this project will have five to nine members including at least one visual artist, a representative of Metro Parks, arts professionals, a representative from the local community, and a regionally or nationally recognized public artist or public art professional. The chairperson of the selection committee will be the public art committee chair or designee, serving as an ex-officio, non-voting committee member. The Purchasing staff assigned to each project will serve as a non-voting advisory member of the selection committee and be charged with the responsibility of monitoring the process.

#### **C. Selection process**

Responses to this Request for Qualifications will be evaluated by the selection committee according to the project selection criteria to develop a short list of two to three semi-finalists per project. Artists will receive a commission of \$1000, including travel, to visit the project site, develop final proposals and present them to the selection committee. The selection committee will recommend artists for award of this project to the PAC for their action and referral to the MNAC, for final approval and issuance of an Intent to Award Letter based upon successful contract negotiation.

### **IV. RULES AND GUIDELINES**

#### **A. Requests for Clarification of Submission**

MNAC may check references to assist in the evaluation of any submission.

#### **B. Submissions, RFQs and Presentation Costs**

The Metropolitan Government will not be liable in any way for any costs incurred by any artist in the preparation of its proposal in response to this RFQ, nor for the presentation of its submission and/or participation in any discussions.

### **C. Validity of Submissions**

All proposals shall be valid for a period of one hundred eighty (180) days from the due date of the Request for Qualifications.

### **D. Rejection of Submission**

The Purchasing Agent or designee reserves the right to accept or reject in whole or in part any or all proposals submitted.

### **E. Americans with Disabilities Act**

The successful contractor (artist or team) shall assure to Metro that all services (including but not limited to the design services, as well as any construction, repair, or other infrastructure improvements) made through this contract, if an award is made, shall be completed in full compliance with the Americans with Disabilities Act ("ADA") and Architectural and Transportation Barriers Compliance Board, Federal Register 36 CFR Parts 1190 and 1191, Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; proposed rule published in the Federal Register on July 23, 2004, as has been adopted by Metro.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded MNAC's ADA Compliance Coordinator: Teri Alea, 800 2<sup>nd</sup> Ave. South, 4<sup>th</sup> Floor, P.O. Box 196300, Nashville, TN 37219-6300, Phone: (615) 862-6737.

Individuals who need auxiliary aids for effective communication in the programs, services or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:00 a.m. until 4:30 p.m.

### **F. Non-Discrimination**

It is the policy of the Metropolitan Government not to discriminate on the basis of age, race, sex, color, national origin or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this Contract, the artist or artist team certifies and warrants it will comply with this policy.

Notwithstanding any other provision of this Contract, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in Metro's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with Metro or in the employment practices of Metro's Artists/Contractors.

Accordingly, all artists/contractors entering into contracts with Metro shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

Further the Metro Nashville Arts Commission does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. The Metro Nashville Arts Commission does not discriminate in its hiring or employment practices.

Inquiries concerning non-discrimination policies other than ADA compliance should be forwarded to: Jane Madden, Department of Human Resources, 222 Third Avenue, Suite 200, Nashville TN 37201, (615) 862-6640.

### **G. Call to Artists & Presentation Costs**

Metro will not be liable in any way for any costs incurred by the artist in the initial response to the Request for Qualifications. Metro will commission the semi-finalist artists for presentation of their proposal to the selection committee.

### **H. Public disclosure**

All submissions are considered public and subject to review upon request after an intent to award has been made.

### **I. Insurance**

During the term of the Contract resulting from this RFQ, Artist shall at its sole expense obtain and maintain in full force and effect for the duration of the Agreement and any extension at least the following types and amounts of insurance for claims which may arise from or in connection with this Agreement.

A.) Commercial General Liability Insurance – occurrence version commercial general liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000.00) each occurrence for bodily injury, personal injury, and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this Agreement or be no less than two times the occurrence limit. The locations covered by this coverage must include the site where the art work will be installed. Coverage must be in effect prior to the initiation of any on-site installation or fabrication and include claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work done by the Artist, his/her agents, representatives, employees, and/or subcontractors. Such insurance shall:

i.) Contain or be endorsed to contain a provision that includes Metro, its officials, officers, employees, and volunteers as additional insured with respect to liability arising out of work or operations performed by or on behalf of the Artist including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insured.

ii.) For any claims related to this agreement, Artist's insurance coverage shall be primary insurance as respects Metro, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering Metro, its officials, officers, employees, and volunteers shall be in excess of Artist's insurance and shall not contribute with it.

B.) Automotive Liability Insurance including vehicles owned, hired, and non-owned, with a combined single limit of not less than five hundred thousand dollars (\$500,000.00) each accident. Such insurance shall include coverage for loading and unloading hazards and additional occurrences. Insurance shall contain or be endorsed to contain a provision that includes Metro, its officials, officers, employees, and volunteers as additional insured with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of Artist.

C.) Worker's Compensation (If applicable) -- Artist shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than one hundred thousand dollars (\$100,000.00). Artist shall require each of its subArtists to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by Artist's workers' compensation insurance coverage. If the Artist is not required by law to carry workers compensation insurance, the Artist shall provide a signed affidavit to that effect.

D.) Other Insurance Requirements. Artist shall:

- i. Prior to commencement of services, furnish Metro with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to Metro's Law Department, 222 Third Avenue North, Suite 501, Nashville, TN 37201.
- ii. Provide certified copies of endorsements and policies if requested by Metro in lieu of or in addition to certificates of insurance.
- iii. Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services.
- iv. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by Metro as a material breach of contract.
- v. Place such insurance with insurer licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the Risk Manager.
- vi. Require all subArtists to maintain during the term of the agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/Employers Liability insurance (unless subArtist's employees are covered by Artist's insurance) in the same manner as specified for Artist. Artist shall furnish subArtist's certificates of insurance to Metro without expense immediately upon request.
- vii. Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by Metro prior to the commencement of services.
- viii. If the Artist has or obtains primary and excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

**END OF RFQ #10-118**