REQUEST FOR QUALIFICATIONS
NATIONAL CALL TO ARTISTS

NUMBER
RFQ # 12-1

THE METROPOLITAN GOVERNMENT OF
NASHVILLE AND DAVIDSON COUNTY

Civil Rights Public Art Project
For Metro Nashville Arts Commission

Carrie Logan, Metro Nashville Arts Commission
Angie McDonald, Division of Purchasing & Contract Management

NATIONAL CALL TO ARTISTS- REQUEST FOR QUALIFICATIONS
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I. INTRODUCTION AND OVERVIEW

A. Project Summary

The Metropolitan Government of Nashville and Davidson County (hereinafter Metro) through the Metro Nashville Arts Commission (Metro Arts) Public Art Committee is soliciting Statements of Qualifications/ SOQ from interested and qualified Respondents (artists) to design, fabricate and install artwork(s) on 5th Avenue/Avenue of the Arts before October 2013. Concepts or proposals will not be reviewed at this time.

B. Project Budget

Total artwork budget: $75,000

The project budget allocates $75,000 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, including participation in the development of a curriculum related to the artwork.

Submission deadline: Materials must be submitted via callforentry.org not later than:

****** 12 a.m., Friday September 7, 2012, Mountain Standard Time ******
(1 a.m. Central Standard Time)
(per www.callforentry.org system)

C. Scope of Work

This National Call to Artists will result in a short list of approximately three to five semi-finalists, who will each receive a commission of $2,000, which includes travel expenses for the following:

- A site visit to Nashville, which will include learning more about the history/current developments of the area and artwork location, as well as participation in a community meeting, open to the general public;
- Development of a concept proposal for the project;
- Returning to Nashville to present the proposal to the selection committee.

To see a site plan and other related images, refer to Metro Art's website at http://www.artsnashville.org/PublicArt.aspx?MID=3&CID=240 for the online version of this call.

D. Eligibility

The public art project is open to professional artists and artist teams, as defined below, residing in the United States.

Professional artist. An artist of least 18 years of age with the following qualifications:

1. at least two years of visual art exhibition history, or

2. at least two years of commissioned visual or public art.

Architects, landscape architects and other design professionals are not considered professional artists under this definition, unless they meet the criteria. Exhibitions, commissions or public art created during or as part of an artist's undergraduate education shall not count towards these criteria.

Artist team.

1. Two or more professional artists working collaboratively on a public art project.
2. A collaborative team led by a professional artist.

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 http://www.artsnashville.org/PublicArt.aspx?MID=3&CID=91.

E. Project Goals

The artworks should:

- inform the public of Nashville's role in the Civil Rights Movement
- encourage an individual's further exploration into Nashville's role in the Civil Rights Movement
- resonate with people of all ages and backgrounds
- enhance the creative value of 5th Avenue of the Arts, and
- be suitable for the location in scale and for pedestrian traffic.

In a broader sense, the project may:

- give meaning to place by referencing attributes of the 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. Site/Community History

Civil Rights Movement in Nashville

It was in downtown Nashville that students from the city's four black colleges and seminaries launched a nonviolent protest against segregated lunch counters and other public accommodations on February 13, 1960, after three months of preparation and planning. The sit-in campaign became a major component of the civil rights movement against racial segregation and injustice in the South and elsewhere across the United States. The civility of the sit-ins and the focus on student training and coordination in non-violent tactics became known as the "Nashville Movement".

Nashville has a long history with civil rights actions dating to Reconstruction. During the modern civil rights movement in September 1957, Nashville took the first steps toward ending segregation and discrimination in its public schools. In the South, where separation of the races was mandated by state law, Nashville acted promptly to comply

with the U.S. Supreme Court's unanimous 1954 ruling, in Brown v. Board of Education, that such laws were unconstitutional.

Information used with permission from Nashville Public Library. Please see the Civil Rights Collection of the Nashville Public Library for additional information. http://www.library.nashville.org/civilrights/home.html

5th Avenue of the Arts

Situated in downtown Nashville, 5th Avenue of the Arts is home to many art galleries and near many of the city's cultural institutions. The monthly Art Crawl held by the galleries attracts thousands of attendees (http://www.nashvilledowntown.com/play/first-saturday-art-crawl). The area is undergoing a major streetscape improvement, which will include new sidewalks, bulbouts for green space and outdoor dining, and a LED light curtain. See http://www.artsnashville.org/PublicArt.aspx?MID=3&CID=240 for streetscape improvement plans.

II. SUBMISSION INSTRUCTIONS

A. Response Format and Sending Submittals

All submissions must be received via an online entry found at www.callforentry.org. No hand-delivered or mailed submissions will be reviewed. This RFQ requires the following materials to be submitted via callforentry.org:

1. A brief one-page letter of interest addressing selection criteria and highlighting particular qualifications for the position and perceptions about the project.
2. Up to six (6) digital images of recent work according to the instructions found at https://www.callforentry.org/image_prep.phtml. Submit only one artwork per image; do not submit mosaics of images. More than one image per file is not seen adequately by the selection panel.
3. Each image upload shall include the following descriptive information:
   - **a.** title of artwork or project
   - **b.** media
   - **c.** dimensions (H x W x D)
   - **d.** project budget
   - **e.** date of artwork or project completion
   - **f.** project/artwork description (300 character limit): include project location, if applicable
4. Current résumé, not to exceed four printed single-sided pages or 2MB.
5. References:
   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. Submission deadline: All submittals must be received no later than

****** Friday September 7, 2012, 12 a.m. Mountain Standard Time ******
(1 a.m. Central Standard Time)

(per Call For Entry/www.callforentry.org System)

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.

EVENT	DATE
Request for Qualifications Announced	July 27, 2012
Request for Qualifications due	Sept 7, 2012
Selection panel	Sept-Oct, 2012
Site visit for semi-finalists	Nov-Dec, 2012
Semi-finalists' presentation to selection panel	Jan-Feb, 2013
Artist Selection Notification	Feb 2013
Installation Date	Oct 2013

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/National Call to Artists* to the Metro Purchasing staff via e-mail only: angie.mcdonald@nashville.gov. Deadline for Questions: August 24, 2012.

Questions and answers will be posted with the call to artists at http://www.artsnashville.org/PublicArt.aspx?MID=3. Information can be found by linking to the project page through the map or project image.

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.

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 Metro Arts 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 and a representative of the site sponsor. 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 three to five semi-finalists. Artists will receive a commission of $2,000 to visit the project site, develop final proposals and present them to the selection committee. The selection committee will recommend artist for award of this project to the PAC for their action and referral to the Metro Arts, 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
Metro Arts 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 Metro Arts' ADA Compliance Coordinator: Leigh Patton, 800 2nd Ave. South, 4th Floor, P.O. Box 196300, Nashville, TN 37219-6300, Phone: (615) 862-6720/TTY Relay Service 800-848-0298.

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

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices because of non-merit factors shall be prohibited.

With regard to all aspects of this Contract, the artist or artist team certifies and warrants it will not 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.

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.

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. Metro Nashville Arts Commission and Public Art Program

The Metropolitan Nashville Arts Commission (Metro Arts) 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. Metro Arts 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. Metro Arts established guidelines, available online at www.artsnashville.org, and named a Public Art Committee (PAC) as a standing committee to oversee the public art program.

H. 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.

I. Public disclosure

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

J. Insurance

The Artists, who are selected for this project, shall, at their sole expense, obtain and maintain in full force and effect for the duration of the Agreement and any extension hereof the types and amounts of insurance identified below. Once the proposals are approved, we will be better able to determine which coverage's are applicable:

A. ☐ Products Liability Insurance in the amount of one million ($1,000,000.00) dollars (If the vendor will be shipping to a receiving department of METRO)

B. ☒ General Liability Insurance in the amount of one million ($1,000,000.00) dollars

C. ☐ Professional Liability Insurance in the amount of one million ($1,000,000.00) dollars

D. ☒ Automobile Liability Insurance in the amount of one million ($1,000,000.00) dollars (if vendor will be making on-site deliveries)

E. ☒ Worker's Compensation Insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand ($100,000.00) dollars, as required by the laws of Tennessee. (Not required for companies with fewer than five (5) employees.)

F. ☒ 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.

G. ☒ 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.

END OF RFQ # 12-1