

# ART IN PUBLIC PLACES

Monroe County, Florida

## Biannual Request for Qualifications (RFQ)

RFQ accessed through DemandStar at [www.demandstar.com](http://www.demandstar.com) or [www.monroecounty-fl.gov/bids](http://www.monroecounty-fl.gov/bids)

### Board of County Commissioners (BOCC)

Mayor Craig Cates, District 1  
Mayor Pro Tem Holly Merrill, District 5  
Michelle Lincoln, District 2  
James K. Scholl, District 3  
David Rice, District 4



**Submission Deadline:**  
**February 7, 2023, by 3:00**  
**pm EST**

### THE ART IN PUBLIC PLACES PROGRAM

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 No. 022-2001 mandates that one percent (1%) of new County building construction costing a minimum of \$500,000.00 and renovations costing a minimum of \$100,000.00 is set aside to fund this program. A committee comprised of five (5) voting members appointed by the County Commission, plus two (2) 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).

### MILESTONE DATES FOR THE RFQ PROCESS

The Artist is to note the following special milestone dates:

- |   |            |
|---|------------|
| 1. Request for Qualifications Document Available    | 01/05/2023 |
| 2. Application Workshop                             | 01/20/2023 |
| 3. Last Day to Submit RFI's                         | 01/24/2023 |
| 4. Application/Proposal Due Date (Bid Opening Date) | 02/07/2023 |
| 5. AIPP Selection Award Date (Anticipated)          | 02/21/2023 |

### 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 ten (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 thirty (30) days in advance of their five (5) year expiration date and may remain in the database for an additional five (5) years by written (email) agreement. It is the artists' responsibility to notify and update FKCA of current contact information, address, and e-mail address changes.

## **Step 2 - Request for Proposals (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 the Americans with Disabilities Act of 1990 (42 USC §§ 1201), as amended (ADA), and local code requirements.

## **RFQ – APPLICATION/PROPOSAL PROCESS:**

Applications shall be submitted to Monroe County at the designated location not later than the time and date for receipt of Applications indicated in the Notice of Request for Competitive Solicitations, or any extension thereof made by Addendum. Artists, who wish to be considered, must submit **all** the following materials electronically as set forth herein:

**1. Application:** Complete, sign, and date the attached one (1) page Application. The name on the Application **must** be either the individual name, team name, corporate name, or other entity name in which the artist intends to apply for any future project.

**2. Artist Statement:** One (1) page maximum, stating interest, outlining artist's approach to public art, and describing relevant experience.

**3. Current resume/CV:** Individual artist's resume, or if a team or corporate entity, you must indicate length of time working together as a team or corporate entity and submit one (1) resume for each team member or corporate member.

**4. Public and/or Private Commissions:** List commissions completed within the last ten (10) years, which may include **five (5) to ten (10) images, in a high resolution format as a PDF, submitted electronically with the Application Proposal.**

**5. Detailed Cover Page List 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.

## **APPLICATION WORKSHOP**

There will be an Application Workshop for this RFQ on **January 20, 2023, at 4:00pm Eastern Time**, virtually via the internet at the following link:

Topic: County Art in Public Places WORKSHOP for APPLICATION PROCESS

Time: January 20, 2023, at 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/85017139957?pwd=WFRobmkyc0VwVUo3OEFnejRVQUNTdz09>

Meeting ID: 850 1713 9957 Passcode: 121014

**APPLICATION DEADLINE and INSTRUCTIONS**

Monroe County Purchasing Department receives bids electronically. Please **DO NOT** mail or attempt to deliver in-person any sealed application proposal. Mailed/physically delivered application bids/proposals/responses **WILL NOT** be accepted.

1. All required materials in the application process outlined above must be received by **February 7, 2023, at 3:00 p.m. EST**, at which time they will be opened pursuant to the Notice of Request for Competitive Solicitations and as noted below.

2. The Monroe County Purchasing Department hereby directs that application proposals/bids be **submitted via email** to:

[OMB-BIDS@monroecounty-fl.gov](mailto:OMB-BIDS@monroecounty-fl.gov)

no later than **3:00 p.m. EST, on Tuesday, February 7, 2023**. Your subject line on the email must read exactly as follows:

**MONROE COUNTY ART IN PUBLIC PLACES  
BIANNUAL REQUEST FOR QUALIFICATIONS 2/07/2023**

Files that do not contain this subject line **WILL BE REJECTED**. When submitted, you will receive an automated reply from the County staff only acknowledging receipt of the email.

3. Please note that the maximum file size that will be accepted by email is **25MB**. Please plan accordingly to ensure that your application proposal/bid is not rejected due to the file size. Should your application proposal documents exceed 25MB, in advance of the bid opening, please email:

[omb-purchasing@monroecounty-fl.gov](mailto:omb-purchasing@monroecounty-fl.gov)

so accommodations for delivery of your application proposal/bid can be made prior to the bid opening. Please be advised that it is the bidder's sole responsibility to ensure delivery of their application proposal/bid and waiting until the bid opening to address or confirm your bid submission delivery will result in your application proposal/bid being rejected.

4. The bid opening for this solicitation will be held virtually via the internet, at **3:00 p.m. EST, on February 7, 2023**. You may call in via phone or internet using the following:

Join Zoom Meeting  
<https://mcbocc.zoom.us/j/4509326156>  
Meeting ID: 4509326156

One tap mobile:  
+16465189805,,4509326156# US (New York)  
+16699006833,,4509326156# US (San Jose)  
Dial by your location:  
+1 646 518 9805 (New York)  
+1 669 900 6833 (San Jose)

5. The Artist/Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Application Proposals.

6. Oral, telephonic, telegraphic, mailed, and faxed Proposals are invalid and will not receive consideration.

IN COMPLIANCE WITH COUNTY REGULATIONS, MATERIALS RECEIVED AFTER THE DEADLINE STATED ABOVE WILL BE AUTOMATICALLY REJECTED.  
ABSOLUTELY NO EXCEPTIONS WILL BE MADE FOR ANY REASON.

Monroe County's representative authorized to open the Proposals will decide when the specified time has arrived, and no Proposals received thereafter will be considered. Proposals received by email, after the time and date for receipt of proposals, will not be opened by Monroe County's representative authorized to open the Proposals. All proposals must remain valid for a period of ninety (90) days after the date designated for receipt of proposals. 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), Fla. Stat. (1997).

**SELECTION CRITERIA APPLICABLE TO RFQ INCLUDES:**

Proper completion of the application process, successful completion of contracts and projects within the past ten (10) years in the public and/or private sector and showing that work has stood the test of time for its intended purposes.

**When an artist has successfully completed the above RFQ (Request for Qualifications) process, and they are approved by the AIPP Committee, then the artist will be eligible to apply for any and all RFPs (Request for Proposals).**

**PLEASE NOTE: 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. In order to coincide with the completion date of the project, the artist(s) will have at least ninety (90) days to execute and complete their work upon issuance of a Notice to Proceed with the project and after proper and full execution of the AIPP Purchase Agreement and appendix forms.

**INSTALLATION REQUIREMENTS**

Artists are responsible for all arrangements and costs including delivery, equipment, and tools as necessary to provide a completed and installed work. All additional costs must be included in the proposed quote, which shall include any required insurance. A complete work is installed in place, and, when appropriate, displayed with lighting and base. All installations must conform to Monroe County Building Codes and be able to withstand winds required by the current version of the Florida

Building Code. Exterior art must be durable enough to also withstand sub-tropical climate conditions with hurricanes.

### **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 (1) year after acceptance of the project, unless the requirement is waived by the Monroe County Risk Manager.

### **INTERPRETATION AND CORRECTION OF PROPOSAL DOCUMENTS**

Should any Artist/Proposer discover any discrepancy, ambiguity, inconsistency, or error upon examination of the Proposal Documents, they shall promptly notify **Elizabeth Young**, Executive Director, Florida Keys Council of the Arts, in writing at [director@keysarts.com](mailto:director@keysarts.com).

Artists/Proposers requiring clarification or interpretation of the Proposal Documents shall submit their questions as a Request for Information (RFI), in writing to the Executive Director no later than ten (10) business days prior to the date for receipt of the Application Proposals, i.e. **January 24, 2023**. Any answer, interpretation, correction, or change of the Proposal Documents will be accomplished by **Addenda**. Copies of Addenda will be made available for inspection on DemandStar at [www.demandstar.com](http://www.demandstar.com) or [www.monroecounty-fl.gov/bids](http://www.monroecounty-fl.gov/bids). Interpretations, corrections, or changes of the Proposal Documents made in any other manner will not be binding, and Artists/Proposers shall not rely upon such interpretations, corrections, and changes. Oral and other interpretations or clarifications will be without legal effect.

### **ADDENDA**

Each Artist/Proposer shall ascertain prior to submitting his/her Application Proposal that he/she has received all Addenda issued, and he/she shall acknowledge their receipt in his/her Application/Proposal. However, in case any Artist/Proposer fails to acknowledge receipt of such addenda, his/her Application/Proposal will nevertheless be construed as if it had been received and acknowledged, and the submission of the Application Proposal will constitute acknowledgement of receipt of the Addenda. It is the responsibility of each Artist/Proposer to verify that he/she has received all Addenda issued before Proposals are opened.

**No Addenda will be issued later than five (5) business days prior to the date for receipt of the Application Proposals except for an Addendum withdrawing the Request for Qualifications or one which includes postponement of the date for receipt of Application Proposals.**

Copies of Addenda will be made available for inspection where Proposal Documents are on file for that Purpose, i.e. at DemandStar at [www.demandstar.com](http://www.demandstar.com) or [www.monroecounty-fl.gov/bids](http://www.monroecounty-fl.gov/bids).

**Monroe County Art in Public Places**

**Request for Qualifications  
Artist Application**

**Name:** \_\_\_\_\_  
(Artist and/or Artist Team Name(s) and/or Corporate name)

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

**City/State/Zip:** \_\_\_\_\_

**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 in the electronic submission. Please check the following items to indicate they are attached:**

- Artist Statement (One (1) page maximum).
- Current Resume/CV: (Teams or Corporate entity must submit one (1) Resume for each member.)
- Examples of Completed Public and/or Private Commissions (Minimum five (5), but maximum ten (10) images.) (Submitted electronically in high resolution format as a pdf).
- Detailed Cover Page with list identifying images.

**Note:**  
**All support materials must be included in the one (1) electronic Application Proposal submission.**

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

---

Signature of Artist or head of Artist team or authorized Corporate representative	Type or print name	Title (if applicable)	Date
--	--------------------	--------------------------	------

Note: The Applicant is responsible for updating current contact information with the Florida Keys Council of the Arts if there are any changes.

I acknowledge receipt of Addenda No. (s):

No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_