

# 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 David Rice, District 4

Mayor ProTem Sylvia Murphy, District 5

Danny Kolhage, District 1

George Neugent, District 2

Heather Carruthers, District 3



Submission Deadline  
May 10, 2018 by 3:00 pm

### 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).

### 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 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 the Americans with Disabilities Act of 1990 (42 USC §§ 1201), as amended (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 (1) page application.
- 2. Artist Statement** (one (1) 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 (1) resume for each team member.
- 4. Public and/or private commissions** completed within the last ten (10) years.  
**Include five (5) to ten (10) images on a digital data storage device** (i.e. thumb, flash drive).
- 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.

### **APPLICATION DEADLINE and INSTRUCTIONS**

1. All required materials in the application process outlined above must be received by **May 10, 2018, at 3:00 p.m. EST**, at which time they will be opened.
2. Include **two (2) original** sets of the **written** materials signed and dated MARKED "**ORIGINAL**" (submittal items 1, 2, 3, 5 above) plus **five (5)** copies; and include one (1) set of visual materials (items 4 above).

Materials are to be submitted in a *sealed envelope or box clearly marked on the outside:*

**"Sealed materials for Biannual RFQ for Art in Public Places".**

Materials may be delivered by certified mail, return receipt requested; hand delivered; or couriered. Return receipt is recommended. ***RFQ application materials will not be returned to the applicant without prior pre-paid shipping.*** Address and deliver to:

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

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.

Faxed, emailed, incomplete applications, or proposals that do not include the specified number of copies will be disqualified. All proposals 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), 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 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. A complete work is considered to be 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.

**For 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:**

➤ **Two (2) originals** and five **(5) copies** must be submitted.

- Artist Statement (please limit to 300 words).
- Current Resume. (Teams must submit one (1) Resume for each member.)
- Examples of completed public and/or private commissions (Minimum five (5), but maximum ten (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.

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

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

\_\_\_\_\_  
Date