

Artist Questions and Answers 2/20/2015 Library Interior Entry Hall Public Art

Just curious as I am in the middle of compiling items to submit for this entry, the RFQ mentions a floor plan but I do not see it. My installation is a wall piece and due to the constraints mentioned (exit lighting, columns, etc), a floor plan will help me to illustrate my idea more clearly to you. The renderings on the RFQ document are helpful, but a floor plan would help me understand the space better, and in turn guide you through my proposal a bit better.

The RFP has additional documents, as well as Q&A that other artists have submitted on the Park City Website that you should review. Have you done so yet? Here is the direct link: <http://www.parkcity.org/index.aspx?page=72> Specifically in the document called *Artist Inquiries for Public Art for the Interior Library Entry Hall 02092015* that has 1 additional image with hand drawn measurements, and an additional architectural rendering. If there is an additional document you are hoping for after you review these items, I am happy to make a request to the architect. – Please advise and be specific. Please make sure that all additional questions or requests are made no later than Friday, February 20th at 3 p.m. I will return inquiries by Tuesday the 24th at close of business. Both electronic and a hard copy submission is required by the Wednesday, February 25th deadline at 3 p.m.

1. Can you please send the sketch up file? I am still waiting to receive it from the architect. I will send it to you as soon as I have it. I have asked the architect to have it by end of day today, but if that is not possible, then to at least have a by when date.

2. Can you confirm that the wall space devoted to the installation proposal is the two wall spaces between the columns the flank the entry vestibule (glass) and the entry underpass into the library (See attached)? The artwork area in the image below is indeed the space that artist can work with in. The space outside of the vestibule glass doors and the space to the right of the physical Library entrance cannot be used.

I understand the ceiling and floor may be used as was discussed at the meeting— but to confirm, the wall space is limited that I show in the image attached as “wall 1” and “wall 2”? Correct, the wall space wall 1 and 2 can be used, and/or the ceiling and floor space.

3. The hand written measurements are the proper measurements?

Yes, if you have questions, let me know. Dave (the project manager who was at the meeting) and I took the measurements together. If you need something clarified, please let me know asap!

What any idea what general lighting is already going to be in the space?

Yesterday I posted artists questions and Pre-Submission Notes on our website. You can find the information that I have included below , on the website if you want to read through the conversation. We did go up and view the lighting. The earliest I would be able to obtain an image of the ceiling is most likely Monday. Please advise if that is something you need, or if this email will suffice. You are not permitted to go and see the space yourself. Lights are flush with the ceiling as it states below and are not directional. Any additional lighting that an artist needs should be included in the proposal and budgeted for.

On step 3 of the application materials required, are you asking for a specific proposal of what we will create if selected as the final artist for this project? Also, I did not see anything about submitting examples of previous work. Is this correct....you do not want examples of previous work?

Yes, you are correct, we are asking for a proposal that is 80% complete and should be unique to this project.

The RFP states to list 3 references. Other artists have asked your same question, and I have told them it is up to them to choose the ratio of images for past work and the proposed work.

In section V. Content of the Proposal (beginning on pg. 9), it states the following:

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Artist(s) Team/Requirements:

Experience creating large-scale installations for public space is desired but not required. The artist will be required to submit technical drawings that show the artwork and installation detail have been approved by a structural engineer. The artist may hire contract labor (architects and other) needed to assist with preparation of construction drawings etc... There are no geographic limitations to this RFP.

Selection Criteria:

....Art Will also be judged on practical terms such as:

- Experience needed to undertake the design, creating and installation of the artwork within the aggressive timeline. This includes the ability to work with a team of individuals including various City Staff, and project – related public relation opportunities that may arise.
- Professional References ...

If you have not done so yet, I would recommend viewing the documents and 3 additional postings with artist questions and answers that have been posted on the site. I will do one additional posting by Tuesday at end of business with any additional questions that come in between now and tomorrow, February 20th at 3 p.m.

I looked but could not find information on how large the selection committee is. I want to make sure to include enough copies of my proposal for each committee member if necessary.

This is clearly stated in the RFP as outlined below. Please make sure you read the RFP thoroughly and the supporting documents that are posted on the website as I have suggested. (begins on pg. 11)

VI. Selection Process

The selection committee includes the following representatives:

Committee Members: Public Art Advisory Board members.

• **Ex-officio Members and Staff:** Nonvoting members of the Committee include the Executive Director of the Park City Summit County Art Council, City Council Liaison, and City Staff Liaison to the Public Art Board, City Staff from various departments may also be included.

Finalists may be invited to interview with members of the Public Art Advisory Board. The Board will recommend one final artist/artist team. The Public Art Advisory Board's recommendations and award of contracts pursuant to this RFP are conditioned upon and subject to approval by the City Council.

Proposals will be evaluated on the factors listed in Section IV, Content of Proposal, above.

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Interested individuals and/or firms must submit their Proposal and Statement of Qualifications no later than 3:00 pm MST, Wednesday, February 25, 2015.

Please submit one (1) set of the Proposal and Statement of Qualifications. Attach budget to set one (1) in a sealed envelope. To be considered, one (1) copy of the proposal must be received at the Park City Special Events Office, 445 Marsac Avenue, 3rd Floor, P.O. Box 1480, Park City, UT 84060 no later than Wednesday, February 25, 2015 at 3 p.m.

One (1) electronic copy must be submitted. In this instance, all electronic proposals should be saved as a single PDF and may not include any additional attachments. Electronic submission cannot exceed eight (8) megabytes. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to jenny.diersen@parkcity.org and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Electronic proposals with additional support documents or materials will not be accepted. The electronic submissions must be received at jenny.diersen@parkcity.org no later than Wednesday, February 25, 2015 at 3 p.m.

Limit the response to fifteen (15) pages of written material including any visual material such as sketches, photographs, etc. Please be concise. The page count does not include index, dividers or separation sheets that contain no information, or short-form resumes of team individuals. Please do not place proposals in binders or binding products - you may staple or paperclip. Submit all proposals in one envelope or package.

Proposals must be mailed (m) or delivered (d) **and** submitted electronically (e) to Park City Municipal Corporation,

Attn: Jenny Diersen, PAAB

Request for Proposal

Public Art for the Library Center Entry Hall

(d) 445 Marsac Avenue, Special Events Office- 3rd Floor, Park City, UT 84060

(m) P.O. Box 1480, Park City, UT 84060

(e) jenny.diersen@parkcity.org

The envelope/package must indicate the artist(s)/team(s) making the submittal and be addressed as stated above. When submitting electronically, please include the project name as stated for this RFP in the subject line.

Faxed proposals will not be accepted.

I have submitted my electronic proposal but I didn't realize I had to submit a hard copy via mail. Can I just not send the hard copy? Or do I need to send it? If I send it and it is late, will I be disqualified?

The RFP has stated and been reiterated several times that artists must submit both electronically and also submit a hard copy with a sealed budgeted envelope. You must send a hard copy to be considered. The date upon which electronic copies and hard copies are received is recorded. It will be up to the selection committee to decide if the hard copies will be disqualified if they are late.

I didn't realize that Fed Ex and UPS couldn't accept PO Box addresses. How can I get the hard copy to you?

1. You can send the hard copy via the Post Office. PO Box 1480 Park City, Utah 84060

2. You can send the hard copy via Fed Ex and UPS. 445 Marsac Avenue, Park City, Utah 84060

3. You can physically drop off the hard copy. Marsac Building/ City Hall – 3rd Floor (Special Events Office), 445 Marsac Avenue, Park City, Utah 84060