

# Call for Artists

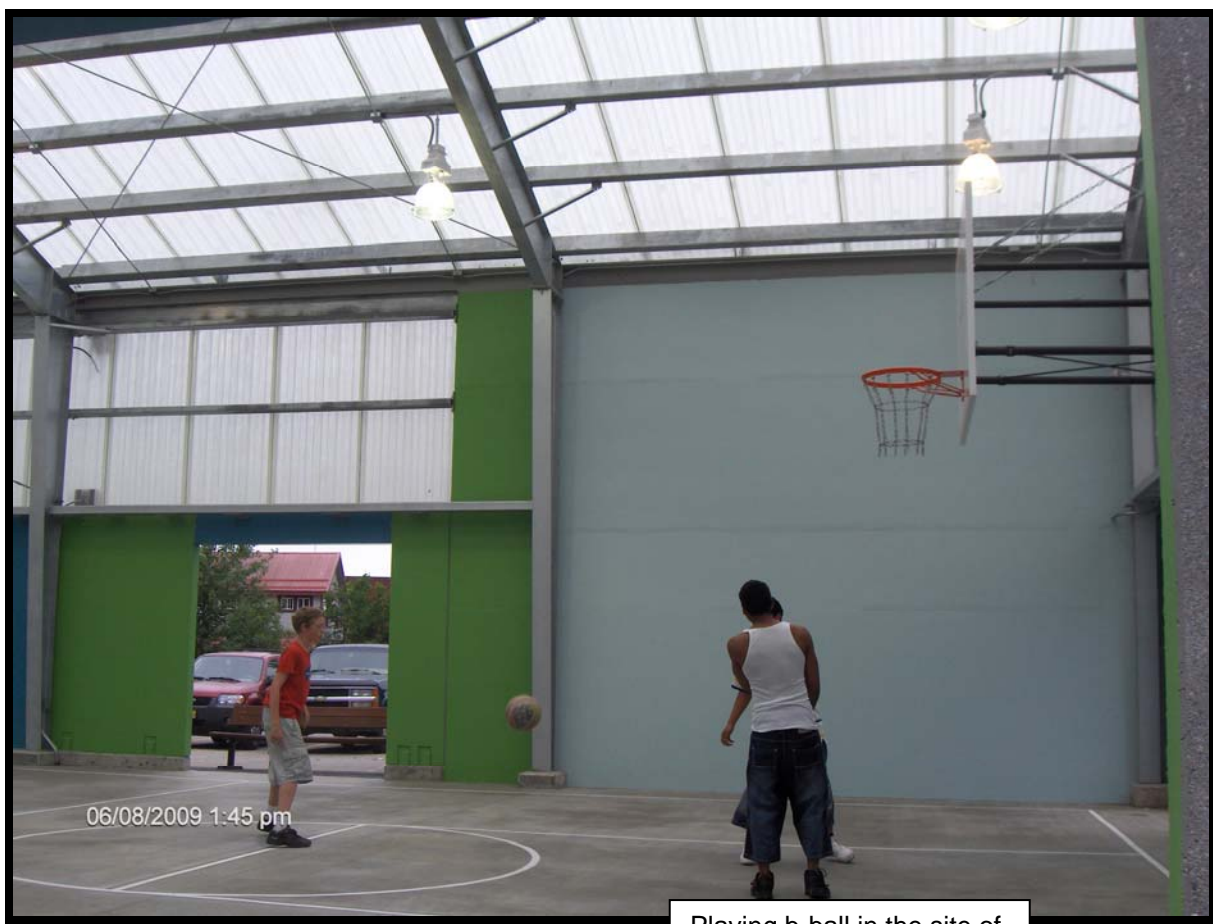
CFA E10-275

## Design, Production and Installation of Art for Zach Gordon Youth Center Outdoor Play Area

The City and Borough of Juneau, Alaska has added an outdoor play area to the Zach Gordon Youth Center in Downtown Juneau.

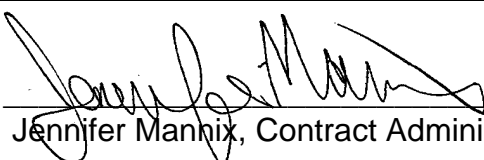
Art will play a prominent role in the experience of this additional facility and will enhance the enjoyment and character of the environment.

We invite artists to participate in the  
City and Borough of Juneau's Art in Public Places program.



Playing b-ball in the site of  
Future Art Work.

Issued By:

  
Jennifer Mannix, Contract Administrator

Date: 5/7/10

**Call for Artists  
CFA E10-275**

Design, Production and Installation of Art for  
Zach Gordon Youth Center Outdoor Play Area

**SCOPE OF SERVICES:** In accordance with City and Borough of Juneau (CBJ) Ordinance 62.65, the CBJ announces a Call for Artists (CFA) for artwork to be designed, produced, and installed at Zach Gordon Youth Center.

**PRE-SUBMITTAL MEETING:** A non-mandatory pre-submittal meeting will be held at the CBJ Engineering Department, 3<sup>rd</sup> Floor Conference Room, 230 S. Franklin Street, Juneau, AK, at **10:00 a.m., Alaska Time on May 24, 2010.** Persons interested in submitting art proposals are encouraged to attend. Conference call capability will be available for the Pre-Submittal meeting. Artists intending to participate via conference call shall notify Janet Sanbei in the CBJ Engineering Contract Division, at (907) 586-0480, or janet\_sanbei@ci.juneau.ak.us by 4:30 p.m. May 21, 2010.

**QUESTIONS REGARDING THIS CALL FOR ARTISTS:** Contract Administrator, Jennifer Mannix, phone (907) 586-0873, fax (907) 586-4530 is the sole point of contact for all issues pertaining to this procurement.

**DEADLINE FOR SUBMITTALS:** **1 COPY** of each proposal will be **RECEIVED UNTIL 2:00 P.M., ALASKA TIME ON May 28, 2010,** or such later time as the Contract Administrator may announce by addendum to CFA holders at any time prior to the submittal date.

**NOTE: Mailing/delivery times to Alaska may take longer than other areas of the U.S.**

Proposal documents may be delivered in person or by courier service and must be delivered to the following address:

**Attention: Janet Sanbei**  
City and Borough of Juneau, Engineering Department  
230 S. Franklin St., #300  
Juneau, AK 99801

If proposal documents are sent via USPS, they should be sent to the following address:

**Attention: Janet Sanbei**  
City and Borough of Juneau, Engineering Department  
155 S. Seward St.  
Juneau, AK 99801

**GENERAL INFORMATION**

The purpose of this document is to solicit proposals from artists for design, production, and installation of artwork. The City and Borough of Juneau (CBJ), Alaska has recently completed an Outdoor Covered Play Area at the Zach Gordon Youth Center. An Art Selection Panel has been appointed by the CBJ Assembly and is issuing this Call for Artists (CFA) for artwork to be installed on the Interior South wall of the Covered Play Area.

This CFA explains the procedures for selecting artists, and defines the submittals required. This solicitation is extended in accordance with the CBJ ordinance 62.65 that requires 1% of the cost of construction to be used toward art in public facilities, and is administered by the Contracts Division of the CBJ Engineering Department.

**Artwork Budget:** The budget for design and installation of artwork at Zach Gordon Youth Center is not to exceed \$5,000.

**Artist** is defined as an individual, firm, or joint venture qualified to offer professional art pieces. For purposes of this CFA, Artist includes all proposed members of the Artist's team

**Juneau** is Alaska's capital and is the third largest city in the state. It is a coastal community that is surrounded by glaciers that are part of the Juneau Ice Field. The town is nestled between towering mountains of the Tongass National Forest and ocean waters of the Inside Passage. For further information about Juneau's environment and people, visit [www.juneau.org](http://www.juneau.org).

**Zach Gordon Youth Center:** 396 Whittier Street, Juneau, AK 99801

**Artist selection process and Criteria:**

One artist will be selected to work with Zach Gordon Youth Center staff and the Art Selection Panel (Panel). The Panel will evaluate the artists' proposed approaches, the effectiveness of the artists' past work, media, and over-all budget. Artwork that integrates the creation of art with youth participation at the facility is desirable, but proposals that do not include this component will also be considered. The youth of our community are intended to be the primary target audience of the artwork, but staff and public users of the facility should also be considered.

The **location** for this proposed artwork is one interior concrete wall, approximately 19'-6" (W) x 18'-0" (H), in the covered play area and basketball court. Photo's and elevations of this wall are included at the end of this CFA.

**Wall Construction:** 6" thick concrete fire wall (2 hour fire rated) with horizontal No. 4 steel reinforcement bars @ 16" O.C., and Vertical No. 5 steel reinforcement bars 9" from wall splice, then @ 48" O.C. Concrete surface is smooth-formed-rubbed finish, painted with a prime coat then an exterior paint product.

Proposals that require artwork to be mounted to the wall shall also contain an installation plan that meets approval of structural engineer.

Art selected under this CFA will become the property of the CBJ. Refer to the draft contract attached to this CFA for additional contractual conditions.

**Step One: Submittals: (due no later than date and time indicated on Page 2 of this CFA.)**

♦ **Letter of Transmittal: (should not exceed 1 page)** Artist shall briefly state the understanding of the proposal requirements and capability to meet same, plus give names of the person(s) who will be authorized to represent the Artist, their title(s), e-mail and physical addresses, and telephone number(s). The transmittal letter must be signed by the artist; such signature provides authority to bind the artist. Name and title of the individual signing the proposal must be printed below or adjacent to the signature.

♦ **Portfolio:** Samples, reproductions, and/or photos of previous work that helps convey style, professionalism, experience, and general workmanship should be included on a CD.

♦ **Statement of Artistic Approach:** The artistic approach will be evaluated as to suitability of concepts and media choices. Statements shall include proposed media and a budgetary range for artwork, along with history and experience of the artist. Artist shall provide description of artwork, sketches, and narratives as required to convey a clear understanding of the proposed artwork and its integration with the facility. Artist proposals may be general or specific. Statement shall also address maintenance requirements, durability (resistance to elements and vandalism), safety precautions and an outlined schedule for completion. Artists are not limited in the number of proposals they can make, but are required to submit a separate Statement of Artistic Approach for each submittal.

### **Step Two: Interview:**

♦ **Interview:** Following evaluation of initial submittals received, Artists may be asked to attend an interview with the Panel. The interview may occur in person or via teleconference, and will include a discussion of the art proposal, as well as questions regarding experience, media choice, artist's proposed budget, timeline for completion and installation of the work. Interviews are anticipated to occur on June 7 and 9, 2010.

**Final Selection:** The Art Selection Panel will recommend its final selected art, artist and associated costs to the CBJ Assembly for final approval.

### **Project Schedule**

The art procurement schedule in 2010 is as follows:

May 14:	Advertise for proposals
May 21:	Non-mandatory Pre-Submittal Meeting
May 28:	Deadline for submittals, 2:00 PM Alaska Standard Time
June 7 & 9:	Interviews
June 18:	Selection, acceptance of artwork by Panel
June 28:	Final acceptance of artworks by CBJ Assembly
July 5:	Begin installation of artworks, schedule to be based on artist proposals

**Questions:** Questions regarding this proposal should be directed to:

Jennifer Mannix, Contract Administrator  
City and Borough of Juneau  
ENGINEERING DEPARTMENT  
Marine View Center - 3<sup>rd</sup> Floor  
230 South Franklin Street  
Juneau, Alaska 99801  
jennifer\_mannix@ci.juneau.ak.us

**Telephone:** (907) 586-0873  
**FAX:** (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

### **Standard Contract**

Standard contract clauses, compensation policies, and insurance requirements are shown in Attachment 1 – Sample Contract. This contract is attached for general information purposes only; actual contract scope of work will be negotiated with the successful artist.

## **Proposal Development**

***Proposal Submission Process:*** The content of proposals will be kept confidential until the selection of the Artist(s) is publicly announced.

Proposals shall be prepared to provide a clear delineation of the Artist's capabilities to satisfy the requirements of this CFA. Proposals should emphasize conformance to the CFA instructions, responsiveness to the CFA requirements, and completeness and clarity of content.

This solicitation does not commit the CBJ to select any Artist(s). All costs associated with the respondents' preparations, submission, and oral presentations (if applicable) shall be the responsibility of the Artist.

## **INSURANCE REQUIREMENTS**

The insurance requirements for this project are specified in Attachment 1 – Sample Contract, under Appendix C. These requirements will vary depending upon the type of art project being contracted.

## **TAXES, LICENSES, & CONSTRUCTION LABOR RATES**

### **Juneau Business Sales Tax & Personal Property Tax**

Vendors/merchants conducting business within the CBJ are required by law to register with, and periodically report to, the CBJ for sales and property taxes. Artists must be in good standing with the CBJ prior to award, and prior to any contract renewal and in any event no later than five business days following notification by the CBJ of intent to award or renew. **Good standing** means: all amounts owed to the CBJ are paid in full, including Confession of Judgments; and vendor/merchant is current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is subject to these requirements, or for further information, contact the CBJ Finance Department - Sales Tax Division at (907) 586-5265 concerning sales tax, and the Assessor Division at (907) 586-5268 concerning business personal property and real property tax.

### **Alaska Business License**

An Alaska business license is required to work in the State of Alaska. Prior to contract award, the successful Artist must provide a copy of a current Alaskan business license. The business license can be obtained at (907) 465-2550 or online at [www.dced.state.ak.us/occ/buslic.htm](http://www.dced.state.ak.us/occ/buslic.htm).

### **Little Davis-Bacon Requirements**

If the Artist's contract includes work performed by a subcontractor for construction or art installation, and the amount of that work exceeds \$2,000, the following will apply:

**Title 36 AS (Little Davis-Bacon)** requires that prevailing rates of pay be paid for work performed on any public works project that exceed \$2,000, contained in pamphlet number 600 and 400, copies available from the Alaska Department of Labor, P. O. Box 020630, Juneau, AK 99802, or call 465-4842 or 465-4839, or at the website: <http://labor.state.ak.us/lss/whhome.htm>.



View of wall designated for Art Work, colors of other walls remain.









