



COVID 19 Memorial Artwork

Request for Proposals 22-63

RFQ - The City of Bloomington's Public Health Division in partnership with the Creative Placemaking Commission invite experienced public artists to submit qualifications for the design, creation, and installation/assembly of a unique, moveable small-scale sculpture or mural. This artwork is meant to serve as a memorial to those lost to COVID 19, and as a reflection on this time in history and the resiliency of the city's residents and employees over the course of the pandemic. Community engagement integrated throughout the process should allow for Bloomington's community to shape how their parts of this story will continue to be told, and foster community healing. Engagement efforts should support the development of artwork that appeals to, represents, and reflects the diversity of Bloomington. Additionally, this artwork is meant to be welcoming to people of all ages, cultures, races, and backgrounds. This artwork should be something that can be easily transported to various sites and reassembled by staff for temporary display indoors if it is a painting or indoors and outdoors if it is a sculpture.

Eligibility:

This Request for Qualifications (RFQ) is open to Minnesota residents, ages 18 and older. We are seeking experienced public artists and artist teams with backgrounds in sculpture, murals and/or if applicable, the incorporation of virtual reality (VR) into public art. All eligible applicants submitting a sculpture design for consideration should possess an understanding of or experience with installations that address the climate and ecosystem specific to Minnesota. Experience involving community members in the visioning and creation of artwork is preferred. Finalists must have the ability to attend a virtual interview and presentation of design.

Final Project Budget - \$10,000

The total budget for this project is \$10,000. This not-to-exceed total must cover all applicable design modifications, fabrication, engineering, installation, foundations, infrastructure, site preparations, lighting, site visits, transportation of artwork, insurance, permit fees, and other related expenses including expenses related to the artist's community engagement efforts. More information about the site will be made available to the finalists.

RFQ DUE DATE: May 22nd, 2023, 11:00 PM CST

HOW TO APPLY?

Selection process

Step One: RFQ – Submit by May 22nd 2023, 11:00 PM Central Standard Time

Please apply online through CaFé: https://artist.callforentry.org/festivals_unique_info.php?ID=11725

In addition to your contact information, you will be asked to provide the following:

- One-page letter describing interest in the project, approach to design and research as well as a statement addressing eligibility criteria.
- One-page listing three references of recently completed projects. Please include contact information.
- One-page biographical information or resume. If you have multiple team members, please provide brief biographical information on each essential member but do not exceed one page.
- Work Samples: 5 to 10 images of your recent projects. Please provide a brief description for each. Follow CaFE™ image requirements: JPEG format only, 1200 pixels on the longest side, less than 5 MB in size. Visit the [CaFE Help Page](#), for more information on image requirements or for help resizing images.
- *Do not submit a project proposal or design at this time.*



Step Two: Selection of finalists – Notification by June 2nd, 2023

The submitted qualifications will be reviewed by a selection panel made up of Bloomington stakeholders, Bloomington Creative Placemaking commissioners, community leaders, and public health and public art professionals. A selection of three finalists will be based on the following equally weighted criteria:

1. Quality of letter of interest
2. Quality and relevance of work samples
3. Experience integrating community engagement into project process
4. Ability of artist/team to complete project based on prior work experience

All applicants will receive notification of the panel's decision by June 2nd, 2023.

Step Three: Selection of artist/team to create COVID 19 Memorial

Three finalists will be selected and scheduled to present their design concept proposal in person to the selection committee the week of July 11th, 2023. Each finalist/team will receive a **\$250 dollar payment for presenting virtually**. The presentation of design concepts should include visuals or sketches. However, we expect a design concept, not a final design, at the time of this presentation, and understand engagement efforts might shape the outcome of the artwork. The presentation should include a description of how the design meets the needs of the project as well as a budget outlining how the proposed sculpture or mural will fit within budget parameters. A basic, digital design image and description will be requested and distributed to the selection committee one week prior to scheduled presentation. Specific information on the design presentation will be provided to the three finalists. A score of 1-7 will be provided for each of the following categories, and the scores will be averaged to determine the final 1-7 score.

First round Application Criteria [see rubric for full details]

1. Does the applicant include quality work samples and a strong letter of interest?
2. Does the applicant express an understanding of the goals of the project?
3. Does the applicant's prior work experience suggest they have the ability to complete the project?
4. Does the artist have past experience with including community engagement in their process?
5. Is the applicant a Bloomington resident? While applicants are only required to be a Minnesota resident, preference should be considered for Bloomington residents in addition to the criteria stated above.

Second Round Criteria for finalists [see rubric for full details]

1. Understanding and embodiment of the project description and goals.
2. Ability to communicate design concept clearly;
3. Past projects including those working with municipalities, communities and/or diverse groups of people.
4. Understanding of the City of Bloomington and its diverse community and stakeholders;
5. Ability to incorporate community engagement into the project development or execution phase;
6. Has included a reasonable and clear budget;
7. Ability to work within design parameters.

Notification of selected artist/team by July 14th, 2023. Following the design presentations, one artist/team will be commissioned to complete the project with an all-inclusive budget of \$10,000. The anticipated installation date for the piece is May 30th, 2024, at the latest.



COVID 19 MEMORIAL ARTWORK TIMELINE

Application Live: April 10th, 2023

Question submission deadline: May 15th, 2023

RFQ – Qualification Proposals Due: May 22nd, 2023, **11:00 PM CST (online via CaFE™)** Do not submit a project proposal or design at this time.

Three Finalists Selected: June 2nd, 2023

Virtual Design Presentations by the Three Finalists: July 10th, 2023

Notification of Artist/Team: July 14th, 2023

Completion of COVID 19 Memorial Artwork: May 30th, 2024

WHERE AND WHY?

As the public health division of Bloomington has and continues to serve the three cities of Bloomington, Richfield and Edina, there is a strong desire to create an artwork that is moveable and able to be displayed in both outdoor and indoor conditions. Throughout the ongoing work of pandemic response, vaccinations and communication involved a variety of stakeholders and community leaders. It is important that these voices can influence the final artwork and what it represents. Considering that any efforts to encapsulate these experiences will be multifaceted, the specific medium used to do so, (sculptural or via a mural in this case), has been left open ended. Ideally this artwork will reflect the values and experiences of the community and leaders involved in COVID 19 work with the Bloomington Public Health Division, as well as personal sacrifices and losses of loved ones that people are continuing to reconcile in the present.

This project will be funded by a federal COVID 19 grant through the Minnesota Department of Health and thus is required to be related to COVID 19 and must be completed on time to adhere to the funding schedule.

SITE and QUALITIES OF THE ART PIECE

The artwork's location is yet to be decided, either in Bloomington Civic Plaza or potentially in a future Health and Wellness Center after being temporarily located at Bloomington Public Health. Its dimensions should adhere to maximum of 8 feet by 8 feet for 2D installations, and a maximum of 8x8x8 for 3D installations. The piece must have the capacity to be moved and displayed in both outdoors and indoors conditions if the artpiece is a sculpture. This piece should be built to last at least 10 years.

STILL HAVE QUESTIONS?

It is the responsibility of the applicant to inquire about any portion of the RFQ that is not fully understood or susceptible to more than one (1) interpretation. Written inquiries are required. Oral communications will not be accepted, except to confirm delivery of proposal or written correspondence.

All inquiries, questions, or clarifications must be submitted not later than seven (7) calendar days prior to the due date of this RFQ. Those inquiries, questions, or clarifications submitted after this date will not be answered. All inquiries will be responded to within three (3) business days. Please do not ask other City personnel questions, as information gathered from other sources may not reflect the correct position or interest and could result in disqualification.



A Questions and Answers addendum related to this RFQ will be updated as questions come in and can be found at <https://shorturl.at/uxPZO> Any other questions regarding this Request for Qualifications may be directed to the contact below **prior to May 15th, 2023.**

Please direct questions to: Addie Engebretson, Public Health Corps Project Coordinator:
aengebretson@BloomingtonMN.gov

All questions concerning the RFQ must reference the page number, section heading, and paragraph. Questions may be submitted via email. Please place "COVID 19 Memorial Artwork RFQ Question" in the subject line.

SUBMISSION INFORMATION

DISPOSITION OF RESPONSES

- (1) All materials submitted in response to this RFQ will become the property of the City and will become public record after the evaluation process is completed and an award decision made. If the Artist submits information in response to this RFQ that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes 13.37, the Artist must: Clearly mark all trade secret materials in its response at the time the response is submitted by indicating in writing the specific page number(s) and paragraph(s) classified as trade secret and therefore nonpublic; and
- (2) Include a statement in the Letter of Interest with its response justifying the trade secret designation for each item and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the City, its agents and employees, from any judgments or damages awarded against the City in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the City's award of a contract. In submitting a response to this RFQ, the Artist agrees that this indemnification survives as long as the trade secret materials are in possession of the City. The City is required to keep all the basic documents related to its contracts, including responses to the RFQ, for a minimum of seven (7) years.

The City will not consider the prices submitted by the Artist to be proprietary or trade secret materials. Responses to this RFQ will not be open for public review until the City decides to pursue a contract and that contract is executed.

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. The City of Bloomington does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services. Upon request, this information can be provided in Braille, large print, alternate languages, audio tape and/or electronic format.

RESPONSIBILITIES OF SELECTED ARTIST/TEAM

Please note: The following information and the attached form of agreement sample are for the consideration of any interested applicant. This information is provided so that all applicants have a better understanding of their responsibilities and requirements should they be selected and contracted by the City of Bloomington for this project. Agreement is subject to change.

CONTRACT TERMS

The clauses included in the sample form of agreement (Attachment A) will be included in the contract between the City and the Artist that has been chosen to provide the Services described herein and in the Artist's Proposal. Any exceptions to the contract terms and conditions included in the RFQ must be identified in the submitted Proposal.



INSURANCE REQUIREMENTS

The selected Artist shall maintain insurance coverage, naming City as additional insured, as described in Attachment A. The Artist shall not commence work until all insurance has been obtained and copies have been filed and accepted by the City. The Artist shall be responsible for maintaining a valid certificate of insurance throughout the term of the Contract, as required in the sample agreement.

CRITERIA RUBRIC

First Round Application Criteria

1. Does the applicant include quality work samples and a strong letter of interest?
2. Does the applicant express an understanding of the goals of the project?
3. Does the applicant's prior work experience suggest they have the ability to complete the project?
4. Does the artist have past experience with including community engagement in their process?
5. Is the applicant a Bloomington resident? While applicants are only required to be a Minnesota resident, preference should be considered for Bloomington residents in addition to the criteria stated above.

All applicants will receive notification of the panel's decision by June 2, 2023.

Criteria	Available Points	Score (1-7)
Applicant Materials	<p>7= Applicant's work samples, and letter of interest are of high quality and are very relevant to this RFQ</p> <p>3= Required elements of letter of interest, work samples</p> <p>1= One or more of the categories is not included</p>	
Understanding of Project Goals	<p>7 = Applicant's materials suggest a strong understanding of the stated goals of this project</p> <p>1 = Application does not indicate an understanding of the various project goals</p>	
Ability	<p>7= The applicant demonstrates a strong ability to complete this project based on prior work experience</p> <p>1= The Applicant has not provided prior work experience and/or has not demonstrated they have the ability to complete this project</p>	
Prior Community Engagement Integration	<p>7= Applicant has demonstrated extensive experience with community engagement as a part of their process</p> <p>1= Applicant has no demonstrated experience in this area</p>	



Locality of Artist	<p>7= The artist in question is from Bloomington, or demonstrates other strong ties to the community</p> <p>3= The artist resides within the boundaries of Minnesota</p> <p>Disqualified</p> <p>1= The artist/team is not located in Minnesota</p>	
Average of scores		

Second Round Application Criteria for Finalists

1. Understanding and embodiment of the project description and goals;
2. Ability to communicate design concept clearly;
3. Past projects including those working with municipalities, communities and/or diverse groups of people;
4. Understanding of the City of Bloomington and its diverse community and stakeholders;
5. Ability to incorporate community engagement into the project development or execution phase;
6. Has included a reasonable and clear budget;
7. Ability to work within design parameters.

Criteria	Available points	Score (1-7)
Understanding and embodiment of the project description and goals;	<p>7 = Proposal suggests a strong understanding of the stated goals of this project</p> <p>1 = Proposal does not indicate an understanding of the various project goals</p>	
Ability to communicate design concept clearly	<p>7= Clearly communicates design concept, demonstrates a clear vision of goals and a set of objectives to reach it</p> <p>1 = Does not clearly communicate a clear vision with goals or objectives.</p>	
Past projects including those working with municipalities, communities and/or diverse groups of people	<p>7= Past projects included in proposal includes working with municipalities and/or work that involving collaboration with diverse groups</p> <p>1= Past projects included in proposal is lacking municipalities and/or work that involved collaboration with diverse groups</p>	

<p>Understanding of the City of Bloomington and its diverse community and stakeholders</p>	<p>7= Has a well demonstrated and in-depth pre-existing understanding of Bloomington and its diverse community and stakeholders</p> <p>3= Has a rudimentary understanding of Bloomington or has plans to deepen that understanding as a part of the process</p> <p>1= Has no demonstrated understanding of Bloomington and no plans as to how to change that</p>	
<p>Ability to incorporate community engagement into the project development or execution phase/Inclusion</p>	<p>7= Proposal includes detailed plan on how they will practice community engagement and at what stage</p> <p>Has plans to ensure the proposed work “will be welcoming to people of all ages, cultures, races, and backgrounds”</p> <p>3 = Proposal includes a plan on how they will practice community engagement but does not include details or specify if it is during development or the execution phase</p> <p>1 = Proposal does not mention a plan for community input or engagement as a part of the process</p>	
<p>Reasonable Budget</p>	<p>7 = Budget is clear, realistic and appropriate for the proposed project</p> <p>3 = Budget is somewhat realistic and appropriate for the proposed project, but items are unclear</p> <p>1 = Budget exceeds funds available, or does not seem reasonable for the proposed project.</p>	
<p>Ability to work within design parameters;</p>	<p>7 = Project is easily moveable, yet still sturdy, and complies with expected dimensions</p> <p>1= Proposal does not specify whether the work is moveable, or project greatly exceeds the expected dimensions</p>	
<p>Average of scores</p>		