



City of Hermiston
180 NE 2nd Street
Hermiston Oregon 97838
www.hermiston.or.us

Request for Qualifications

The City of Hermiston is seeking a
short-term contract to provide

Public Art Plan Development

Qualifications due by January 8, 2016
Submit to: mmorgan@hermiston.or.us



An example of a metal art sculpture installed recently
in downtown Hermiston.

Public Art Plan

The City of Hermiston is requesting submissions of qualifications from interested individuals or entities to provide short-term assistance in development of a Public Art Plan.

PURPOSE

The person (contractor) chosen to assist on this project will largely take direction from City Staff, and carry-out a well-defined set of tasks on a pre-determined timeline. The City is therefore looking to utilize the contractor to provide short-term staffing assistance in accomplishing an already determined goal.

DESCRIPTION

The City of Hermiston is committed to improving the aesthetic appeal and livability of the community, and one of the tools to accomplish this is to develop a Public Art Plan. The city's Community Enhancement Committee (CEC) has reviewed similar plans from other communities in the Pacific Northwest, and has formulated a solid concept of what they want out of the plan. The bulk of the work will be to help the CEC identify logical areas of the community for deployment of public art, and conduct community outreach to solicit feedback, then to compile all of this information in to a report which is ready for adoption by the CEC and City Council.

QUALIFICATIONS

Although this project is a Public Art Plan, the City is not simply looking for an artist. The City is looking for someone who has a strong background and understanding of art and public art, but also someone who has a proven ability to produce professional and complex documents, as well as interact with the public and solicit quality feedback.

The Contractor must meet the following criteria:

- a. Strong background in the Arts & Public Art displays
- b. Demonstrated understanding of basic art concepts, theories, and trends
- c. Strong writing & organizational skills
- d. Own or have access to all equipment and software necessary to complete the necessary work (this mostly includes a computer and basic software)
- e. Experience in public speaking & communicating with the public
- f. Ability to attend two evening meetings in Hermiston at specific times/dates
- g. Ability to visit Hermiston and spend at least two full days (may be weekends) in the community in February or March
- h. Ability to attend two community events in Hermiston in April or May

TIMELINE/WORK PLAN

Work Commitment & Timing

Although the timeline for this project stretches for approximately five months, it is not anticipated that this project will require anything close to a full-time commitment by the contractor during that time period. Although certain deadlines may create more or less work at different times, this project will likely require no more than an average of 10 hours per week. The City's intention with the outlined timeline is to increase the field of qualified applicants by creating a relatively relaxed schedule so that the contractor may accomplish the various work tasks when they are convenient and can fit around any of the contractor's other commitments. Much of this work may even be accomplished remotely.

December, 2015

- RFQ Advertised

January 2016

- Proposals Reviewed by CEC
- Contractor Hired

February & March 2016 (Initial Project Development)

- Contractor meets with City Staff to receive guidance
- Contractor visits Hermiston for at least two days and examines public spaces in the community
- Contractor identifies at least 10 areas in town where Public Art may go
- Contractor identifies at least two general types of art which may go in each area (i.e. "decorative bike racks," "large sculpture," "small mural," etc.). The purpose of this task is not to fully create or design the pieces, but generally describe the types of art which may work at each location.
- City Staff takes Contractor's work and creates draft maps
- Contractor reviews Public Art Policies from other communities & uses those to develop proposed policies for Hermiston.
- Contractor attends CEC Meeting to present draft map, project list, and proposed policies for input.

April & May, 2016 (Public Feedback)

- Contractor incorporates CEC input and makes updates to draft documents
- Contractor develops outreach materials (handouts, display boards, etc.). City can provide large-format printing
- Contractor hosts one (1) “Open House” at City Hall to solicit public feedback on the draft documents/proposals. City Staff will also be present to assist.
- Contractor attends two (2) “public events” of their choosing to solicit public input about the types of art and targeted areas. City Staff can assist in scheduling, but opportunities at this time of year include the Eastern Oregon Arts Festival, Saturday Markets, Cinco de Mayo celebration, Lavendar Festival, etc.

June, 2016

- Contractor incorporates public input and revises draft map and project list if necessary
- Contractor writes the draft Public Art Plan, which includes:
 - *Definitions of various types of Public Art
 - *History of the process & public input
 - *Map and recommended project list
 - *Summary of the general style of art acceptable/appropriate in Hermiston
 - *Proposed Public Art Policies
- Contractor presents the draft Public Art Plan to CEC
- Contractor incorporates any minor revisions recommended by the CEC & submits final plan to City Staff.

July, 2016

- Contract ends
- City Staff and CEC present final Public Art Plan to City Council for adoption

INSURANCE

Contractor shall be responsible to provide all liability and Worker's Compensation Insurance.

CONTRACT RELATIONSHIP

The contractor shall be engaged to complete a limited-duration project with a defined outcome. No expectation of continued employment is implied, or should be expected. The contractor will not be a City of Hermiston employee, and will not be entitled to any of the benefits or rights of being a City of Hermiston employee.

CONTRACT AMOUNT (Lump-Sum)

The total amount to be paid for completion of this work will be a lump-sum of \$9,000. Payments will be made in equal monthly installments over the course of the project, subsequent to receipt by the City of a detailed invoice from the Contractor. The Contractor shall be responsible for monitoring and budgeting their own time and expenses, to ensure that the work tasks are completed on time.

EXPENSES

The Contractor shall only be reimbursed for expenses associated with conducting outreach activities. The contractor may utilize outside graphic design or printing services, and submit invoices for up to an additional \$1,500.

Travel, lodging, meals, and any other expenses are non-reimbursable. These costs are assumed to be covered in the base contract amount.

Selection Schedule

The anticipated consultant selection schedule is as follows:

Issue RFQ	November, 2015
Proposals Due	Jan. 8, 2016
Notify Finalists	Jan. 11, 2016
Interview (possible to do phone interview)	Jan. 18-22, 2016
Final Selection	Jan. 29, 2016
Anticipated Project Start Date	Feb. 1, 2016

Responses are due by 1:00 PM, January 8, 2016.

- A. The following items must be included in all responses:
1. A cover letter describing demonstrable experience and expertise which make you qualified to deliver the services described in the attached draft scopes of work. The cover letter may be up to three (3) pages long.
 2. Resume.
 3. A reference list of three (3) individuals or businesses that have knowledge of your ability to perform this type of work.
 4. Additional materials (examples) are not necessary, however, if they are included, please include five (5) hard-copy versions of any additional material.

Submission and Questions

A. Electronic submissions are recommended, and may be submitted to:
mmorgan@hermiston.or.us

B. Hard-copy submissions may be submitted to:

City Of Hermiston
180 NE 2nd St.
Hermiston OR 97838
Attention: Mark Morgan

C. Questions may be directed to:

Mark Morgan
(541) 567-5521
Mmorgan@hermiston.or.us

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted and request additional information from the consultant.
- C. The City reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute the contract within fifteen (15) calendar days after the contract is awarded.
- D. The City will retain ownership of all documents, plans and prints produced by the consultant.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement that does not conform to the specifications outlined in this RFQ, which is not approved by the City Attorney.
- F. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its proposal to the City.