

City of San Antonio Office of Cultural Affairs
Public Art San Antonio (PASA)

FY 2013 Call for Artists' Qualifications

CAPITAL PROJECTS ARTIST POOL

Application Deadline: August 10, 2012 3:00 pm (CST)

The City of San Antonio ("City") Office of Cultural Affairs, through Public Art San Antonio (referred to as "PASA,") is seeking artists for potential inclusion in the Capital Projects Artist Pool, a roster of pre-qualified artists to be considered for upcoming opportunities to create new public artwork for various projects in parks, plazas, streetscapes, and facilities throughout the City in conjunction with City-funded capital improvements.

FY 2013 Opportunities:

The Capital Projects Artist Pool (CPAP) will be used as the primary resource for selecting artists for projects resulting from the recently-approved 2012-2017 Bond Program, which includes public art funding within the following propositions:

- o Proposition 1: Streets, Bridges and Sidewalk Improvements: \$3,341,000
- o Proposition 2: Drainage and Flood Control Improvements: \$1,268,000
- o Proposition 3: Parks, Recreation and Open Space Improvements: \$ 863,000
- o Proposition 4: Library, Museums and Cultural Arts Improvements: \$ 287,000
- o Proposition 5: Public Safety Facilities Improvements: \$ 142,000

Bond project opportunities will be implemented over a five-year period and selection panels will review the CPAP to determine final artists recommendations.

Budgets:

Budgets will be set under the Annual Public Art Plan and will range in scale from small enhancements to major public art gateway opportunities that could range up to \$300,000 or more. Project budgets will be inclusive of all eligible artist expenses, such as fees, design, fabrication and installation services, project oversight, insurance, any travel or permitting (where applicable), and all project-related expenses.

Eligibility:

This opportunity is open to all practicing, professional artists working in any media and who reside in the United States. Artists with prior public art experience and artists residing in the San Antonio area are encouraged to apply. Artists may apply and be considered independently, as part of a team, or both.

Selection Process:

Applications will be screened by PASA to ensure completeness and compliance with this Call For Artists. An artist selection panel comprised of arts professionals and community representatives will be responsible for reviewing the qualifications of each eligible artist in order to determine a list of pre-qualified

artists for the pool. The list of artists selected for inclusion in the CPAP shall be reviewed and recommended by the City's Public Art Board and, ultimately approved by City Council.

Artists selected for the pre-qualified artist list shall remain on that list for 2 years. Artists may update their submissions as needed during this period. City may also request updates on an annual basis.

Once added to the Pool, artists will be notified prior to being considered for specific projects. Inclusion in the CPAP does not guarantee selection for a public art contract.

If approved for a project, and depending on the scope of the project, artists may be required to carry various types of insurance, including General Liability, Fine Arts, Auto Liability or others as required by City contract.

To apply:

All application materials must be submitted to the City Clerk's office (address listed below) by 3:00 pm (CST) on Friday, August 10, 2012.

Required submittal materials include:

- Submittal Form
 - Statement of Interest (describing your experience in design, fabrication and installation, your creative process, and approach to public art);
 - Resume (clearly indicate public art experience, including professional and community collaborations and contact information);
 - Image List/Portfolio:
 - 10 images of past artworks (minimum requirement of 5 images of completed artworks). Image files should be in .jpeg format and not exceed 600 x 800 pixels nor 1.8 megabytes in size; video files should not exceed 5 minutes in length and should be in .mov or .mpeg format, on a PC-compatible CD or USB;
 - Descriptions of past work, including image list with artwork title, year completed, dimensions, media, location, and budget;
 - Three references (name, organization, email/phone, affiliation); and
 - Litigation Disclosure Form.
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- Additionally, artists who completed previous public art projects with the City of San Antonio are required to submit an inventory of those past works.

CPAP Artists Workshop

Interested parties may also attend a Pre-submittal Artists Workshop from **5:30pm to 7:00pm, Tuesday July 24th**, at PASA Studio (located on the first floor of the Saint Mary's Parking Garage: 400 North Saint Mary's Street, suite 101).

This meeting place is accessible to disabled persons. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY

Artists are encouraged to prepare and submit advance questions to Carisa Gamez in writing three business days in advance of the workshop, in order to expedite the proceedings. Contact information for Carisa Gamez can be found on page 1 of this Call for Artists under Other Requirements.

City's responses to questions received by this due date may be distributed at the Pre-submittal Artists Workshop and will be posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>.

Any oral responses provided by City staff at the workshop shall be preliminary. A written summary of the Pre-submittal Workshop shall contain official responses, if any. Any oral response given at the Pre-Submittal Workshop that is not confirmed in the written summary of the Pre-Submittal Workshop or by a subsequent addendum shall not be official or binding on City. Only written responses shall be official. All other forms of communication with any officer, employee, or agent of City shall not be binding on City.

SUBMISSION OF MATERIALS

The above material MUST be received in the City Clerks Office no later than 3:00 pm on Friday, August 10, 2012. Applications submitted after deadline will not be reviewed.

The City of San Antonio and its sponsors, contractors, and/or consultants are not responsible for the loss or damage of the materials returned. Original artwork and incomplete or late submittals will not be accepted. Submission of application materials constitutes agreement to all the rules and guidelines of the RFQ as presented in this document.

The City is not at fault if any submittals are not delivered to, or received at, the address below by the submittal deadline. Any costs incurred by the artist to submit to this RFQ shall be borne solely by the artist.

Mailing Address:

City Clerk's Office, Attn: Office of Cultural Affairs/Public Art San Antonio
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office, Attn: Office of Cultural Affairs/Public Art San Antonio
100 Military Plaza
City Hall, 2nd Floor
San Antonio, Texas 78205

Submittals may also be delivered in person in a sealed package, clearly marked "PASA Capital Projects Artist Pool."

When submitting a bid proposal in person, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7 a.m. – 7 p.m. After the public

proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.



SUBMITTAL FORM

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ARTIST NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
PHONE(Home):	PHONE(Cell):
EMAIL ADDRESS:	
WEBSITE:	
Enclosures 1.SUBMITTAL FORM (this document) 2.STATEMENT OF INTEREST 3.RESUME 4.IMAGE LIST/PORTFOLIO 5.IMAGES 6.PROJECT LIST (if applicable) 7.REFERENCES 8. LITIGATION DISCLOSURE FORM How did you hear about this Call for Artists? (Please be specific)	
Signature:	Date:
Signing above indicates that you agree to the terms and conditions of this competition as presented in their entirety in this Request for Qualifications and if awarded a contract, Respondent will be able and willing to comply with the insurance, indemnity and other requirements in the attached sample contract.	



LITIGATION DISCLOSURE

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five years?

Yes No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last 10 years?

Yes No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your application.

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Has the Respondent ever failed to complete any contract awarded?

Yes No If “Yes”, state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.
