

# Office of the City Clerk

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## MEMORANDUM

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**TO:** PUBLIC ARTS COMMITTEE  
**FROM:** RENEE KRAUSE, CMC, DEPUTY CITY CLERK I  
**DATE:** JUNE 28, 2012  
**RE:** REQUIREMENTS OF THE 1% FOR THE ARTS PROGRAM

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### Background

The following pages have been included for review and dissemination so that all members of the Committee are aware of the requirements of the program. This program was instituted at the federal level and the states then followed suit which trickled down to municipalities. Most municipalities in the U.S. have adopted a policy to incorporate public art in buildings or conveyances used primarily by and for the public. The documents are all in a similar format and context.

Please review the enclosed documents and request the committee discuss any portion that you may require better clarification.

### **Recommendation**

No Action Required. Informational In Nature.



E. Permanent records or minutes shall be kept of the proceedings of the regular monthly meetings. The minutes will record the vote of each member upon every question. Every decision shall be filed in the office of the City Clerk and shall be public record open to inspection.

F. The Public Arts Committee shall submit a report to City Council as required to update progress on current projects.

G. Agendas are to follow the format as described in the City of Homer City Council Operating Manual. (Reso. 10-80, 2011.)

PUBLIC ARTS COMMITTEE  
ADDRESS  
CITY, STATE

DATE  
DAY AND TIME  
LOCATION

#### MEETING NOTICE

#### LIST TYPE OF MEETING - REGULAR WORKSESSION OR SPECIAL

1. CALL TO ORDER
  2. APPROVAL OF THE AGENDA
  3. PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA (3 Minute Time Limit)
  4. RECONSIDERATION
  5. APPROVAL OF MINUTES
    - A. Meeting Minutes
  6. VISITORS
  7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS
  8. PUBLIC HEARING (3 minute time limit)
  9. PENDING BUSINESS
  10. NEW BUSINESS
  11. INFORMATIONAL MATERIALS
  12. COMMENTS OF THE AUDIENCE
  13. COMMENTS OF THE CITY STAFF
  14. COMMENTS OF THE CHAIR
  15. COMMENTS OF THE COMMITTEE
  16. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR [DATE] at [TIME] in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.
- H. A member of the Public Arts Committee will be designated each worksession to take notes and submit a draft synopsis to Staff for inclusion in the packet to track the progress by the committee on projects and work product.

#### 1% for the Arts Program

The State has recognized through the enactment of AS 35.27.010, and the City of Homer hereby recognizes by the enactment of this chapter, the responsibility of government to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal buildings and facilities. It is therefore declared to be municipal policy that a portion of appropriations for capital expenditures for municipal buildings and facilities be devoted to the acquisition of works of art to be permanently placed or incorporated in such buildings or facilities. (Ord. 02-25(A), 2002.)

## Definitions

The following words, terms and phrases, when used, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

"Art" and "work of art" mean all forms of original creations of visual art, including but not limited to the following:

1. Sculptures: in the round, bas relief, high relief, mobile, fountain, kinetic or electronic, in any material or combination of materials.
2. Painting: all media, including portable and permanently affixed works, such as murals.
3. Graphic arts: printmaking and drawing.
4. Mosaics.
5. Photography.
6. Crafts: in clay, fiber and textiles, wood, metal, plastics and other materials.
7. Calligraphy.
8. Mixed media: any combination of forms or media, including collage

"Construction, remodeling or renovation of municipal buildings and facilities" means any capital improvement projects paid for wholly or in part by the municipality to build, rebuild or improve any decorative or commemorative structure, park or parking facility or any building.

"Total cost of construction, remodeling or renovation" means the total allotted funding for the subject project at the time of award of contract, exclusive of the costs of land acquisition, site investigation, and environmental clean up or remediation. (Ord. 02-25(A), 2002.)

The Public Arts Committee shall be responsible for the following:

- A. Determine the dollars allocated for art within the budget of each eligible project;
- B. Name a Selection Committee for each project;
- C. Develop and monitor policies related to the selection and installation processes;
- D. Develop plans that insure the preservation of the art collection;

## Procedures for the 1% for the Arts Program

### Eligible Projects

1. Upon approval of the City budget, the City Manager will provide a copy of the capital improvement budget to the PAC, notating all projects he/she believes to be included in Ordinance 02-25(A).
2. Eligible projects include remodeling, renovation, new construction to municipal buildings or facilities when the cost of the project exceeds \$250,000.
3. Staff will update the Public Arts Committee at least quarterly regarding any new capital improvement projects City Council has approved and will indicate whether the City Manager believes the 1% for Art Program is applicable.

### Project Budget

1. 1% of the project cost will be allocated for the purchase of art, with a minimum project value of \$250,000 and a maximum of \$7,000,000. Therefore, the minimum budget is \$2,500 and the maximum is \$70,000. The budget may be increased by the addition of private funds or donations from non-city public funds.

2. Project cost is defined as the cost of the original contract awarded, excluding land acquisition, site investigation, environmental cleanup or remediation. Subsequent change orders and amendments to the contract do not increase or decrease the amount of funding available for artwork.
3. The art budget will include all costs associated with design, construction, installation, and acquisition of works of art.

### Jury

1. The Public Arts Committee will submit to the Council for its approval members of a new Jury for each eligible project. Appointments will be made as early as possible in the construction process to encourage integration of art into the architecture of the building and design of the outdoor spaces.
2. A Jury will be composed of at least five (5) members, including
  - a. One member from PAC,
  - b. One Artist,
  - c. One member from the architectural/design team,
  - d. One member from the user department,
  - e. Director of building in question or his/her designated representative.

The scope of the project may require the appointment of additional members.

3. The City staff liaison to the Public Arts Committee will also assist the Jury. This will facilitate clear communication and cooperation between the two committees.
4. Diversity. The Public Arts Committee will specifically include members of the community who share a commitment to the goals of this Ordinance yet represent the diverse citizenry in our community.
5. Responsibilities of a Jury.
  - a. Jury members will suggest the most suitable locations for artwork within the building or on the site, often in discussion with the architect or chief designer. It is also appropriate to allow artists to submit proposals for locations not identified by the jury.
  - b. The jury will organize interaction between the design team and artists to ensure that artists are sufficiently briefed about the project opportunities and restrictions. The goal is to generate top quality, responsive proposals.
  - c. Carefully review each eligible submission. This will frequently be a multi-step process, with time between meetings for personal reflection.
  - d. If necessary, a specific member of the jury or the staff liaison may be directed to discuss modifications to a specific proposal with the artist. All such discussions shall be confidential, and members must exercise care so a specific artist does not construe such discussion as acceptance of work.
  - e. Prepare list of Recommend Artwork for the named project and a short list of runners-up, if possible. (Occasionally 1<sup>st</sup> choice work will not be available and this process may preclude the need to reconvene the jury.)
  - f. Jury Chairman will present the list of Recommend Artwork to the City Council for final approval. Presentation may include a brief summary of the selection process, including number of submittals, names of the selection committee members and other information that encourages final acceptance by City Council members.
  - g. Staff will notify all selected artists of their award and thank all participants.
  - h. All participants, including jury members and all artists who submitted proposals will be offered a formal opportunity to comment on the process. PAC will receive these comments.

NOTE: The entire selection process must be handled confidentially. No decisions are final until approved by City Council and final contracts are negotiated with the artists. (Reso. 10-80, 2011.)

### Additional Oversight by Public Arts Committee under the 1% program

1. Requests for Proposals
  - a. PAC, with the assistance of staff, will prepare an RFP for each eligible project. (See sample in Exhibit A)
  - b. Staff will circulate the RFP, as required by City code. In addition, PAC will develop a registration system for anyone who wants specific notification of announced RFP opportunities.
  - c. Packets of additional information that describes the project will be available in City Hall and/or online. It will include the brochure, "Special Considerations for Art in Public Places" (See Exhibit B)
2. Establishing Selection Criterion
  - a. PAC will provide each member of the jury with a complete RFP, including the "Special Considerations" brochure. Members will be asked to remember these considerations in their art selections.
  - b. PAC will provide the jury with an *Evaluation Checklist* (see Exhibit C).
  - c. PAC may specify that certain projects will show a preference for art by local or Alaskan artists.
3. Legal Considerations. The Public Arts Committee is a liaison between artists and the City, the principals in this program. These guidelines will clarify the understanding between them:
  - a. Ownership of the Art: All art purchased under the 1% for Art Ordinance will be owned by the City of Homer.
  - b. Artist's Rights: Public artwork and art concepts will not be altered, modified, removed or moved from a site which is integral to the concept for the work without prior notice to the artist. If the City's best and reasonable efforts to contact the artist have failed, the City may proceed without such notice.
  - c. Artist's Promise to the City of Homer:  
The art is unique and original and does not infringe upon any copyright.  
Neither the art nor a duplicate has been accepted for sale elsewhere.  
The art is free and clear of any liens.  
The fabricated and installed art will be free of defects in material and craftsmanship.  
Maintenance requirements have been accurately described;
4. Contract with an Artist: The City of Homer will enter into a contract with each artist whose work is selected for inclusion in a City project. It will address description of the project, payment schedule, payment of special engineering or installation costs, due date. (See sample in Exhibit D). (Reso. 10-80, 2011.)

### Accession Policy

To establish an orderly and consistent process for reviewing artwork for acceptance into the Municipal Art Collection ensuring that the collection is comprised of artwork of the highest quality.

#### Definition

Accession is to accept artwork in to the Municipal Art Collection

#### Policy

1. Accession procedures insure that the interests of all concerned parties are represented including the Public Arts Committee, the Public, the Artist, the Arts Community and the City of Homer.

## Chapter 18.07

### FUNDS FOR WORKS OF ART IN PUBLIC PLACES

#### Sections

18.07.010 Purpose

18.07.020 Definitions

18.07.030 Art Funding Requirements for Public Buildings and Facilities

18.07.040 Implementation

18.07.050 Selection

18.07.060 Program Administration; Public Arts Committee

18.07.070 Exemptions

18.07.080 Miscellaneous Provisions

18.07.010 Purpose. The State has recognized through the enactment of AS 35.27.010, and the City of Homer hereby recognizes by the enactment of this chapter, the responsibility of government to foster the development of culture and the arts through the purchase or commissioning of works of art for municipal buildings and facilities. It is therefore declared to be municipal policy that a portion of appropriations for capital expenditures for municipal buildings and facilities be devoted to the acquisition of works of art to be permanently placed or incorporated in such buildings or facilities. (Ord. 02-25(A), 2002.)

18.07.020 Definitions. The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

"Art" and "work of art" mean all forms of original creations of visual art, including but not limited to the following:

1. Sculptures: in the round, bas relief, high relief, mobile, fountain, kinetic or electronic, in any material or combination of materials.
2. Painting: all media, including portable and permanently affixed works, such as murals.
3. Graphic arts: printmaking and drawing.

4. Mosaics.
5. Photography.
6. Crafts: in clay, fiber and textiles, wood, metal, plastics and other materials.
7. Calligraphy.
8. Mixed media: any combination of forms or media, including collage

"Construction, remodeling or renovation of municipal buildings and facilities" means any capital improvement projects paid for wholly or in part by the municipality to build, rebuild or improve any decorative or commemorative structure, park or parking facility or any building.

"Total cost of construction, remodeling or renovation" means the total allotted funding for the subject project at the time of award of contract, exclusive of the costs of land acquisition, site investigation, and environmental clean up or remediation. (Ord. 02-25(A), 2002.)

18.07.030 Art funding requirements for public buildings and facilities. a. Plans and specifications for the original construction, remodeling or renovation of municipal buildings and facilities resulting in proposed capital expenditures exceeding the sum of \$250,000 shall contain and provide for the inclusion of works of art of a value of one percent of the total cost of the construction, remodeling or renovation project. All appropriations for capital improvements falling within the provisions of this chapter shall be deemed to include funding to implement the requirements of this section.

b. If there is a change in the total cost of the project resulting from a change order or amendment to the project budget after the time of the award of the contract, the amount of funding for the artwork will not be changed.

c. Expenditure of sums required to be allocated to works of art under subsection 18.07.030 (A) shall be limited to all costs associated with design, construction, acquisition and royalties for the works of art, excluding all contract administration and project administration costs.

d. Municipal funding of art projects for capital expenditures will be capped at \$70,000.00 (seventy thousand dollars). Art projects for capital expenditures exceeding \$7,000,000.00 (seven million dollars) will not be greater than \$70,000.00 (seventy thousand dollars) unless funding beyond \$70,000.00 (seventy thousand dollars) is from private contributions.

e. Private funding contributions for art projects in public buildings is encouraged and this funding is not considered part of the one percent. (Ord. 02-25(A), 2002.)

18.07.040 Implementation. a. During the preliminary design review of any project for construction, remodeling or renovation covered by this chapter any contractor, department or instrumentality of the municipality charged with the design preparation of this project shall consult with the Public Arts Committee regarding the implementation of section 18.07.030 (A).

b. The Public Arts Committee shall develop and recommend to the administration and the Homer City Council administrative regulations setting forth the manner in which the requirements of this chapter shall be carried out. After the receipt and consideration of such recommendations, the City Manager will adopt administrative regulations, which will become effective upon City Council approval.

c. The requirements of section 18.07.030 (A) shall not be waived except as provided for in section 18.07.070. (Ord. 02-25(A), 2002.)

18.07.050–18.07.080

18.07.050 Selection. a. Where the construction, creation or commissioning of works of art are to be incorporated in the building or facility or its grounds, such works of art shall be selected and recommended to the Council for approval by a jury of at least three members consisting of the architect or project designer, a representative of the user department, a representative of the Public Arts Committee and any other persons as may be designated by regulation and recommended to the Council for approval.

b. Where there will be an acquisition of existing works of art or the commissioning of works of art which will not be incorporated into the project design, selection shall be made or approved by a jury of at least three members consisting of a representative of the user department, one or more representatives of the Public Arts Committee and other persons as may be designated by regulation and recommended by the Council for approval. (Ord. 02-25(A), 2002.)

18.07.060 Program Administration; Public Arts Committee. a. The City Council shall appoint a Public Arts Committee consisting of seven members. Prior to making appointments, the City Council may solicit nominations from the Pratt Museum, community arts groups, and the public. Appointments will be for two year terms. Initial terms shall be staggered as follows: Four two-year terms; three one-year terms. In

the event of a vacancy on the Public Arts Committee, the Mayor shall appoint a person to fill such vacancy for the unexpired term, subject to confirmation by the City Council. Members serve at the pleasure of the City Council. (Ord. 02-25(A), 2002; Ord. 07-19 §1, part, 2007.)

18.07.070 Exemptions. If it is found by the Public Arts Committee or City Manager that the inclusion of works of art in any specific project, as required by this chapter, would not provide any aesthetic benefit to the community or to the principal users of the building or facility, the Committee or City Manager may recommend to the City Council that there be granted a waiver from the requirements of this chapter in whole or in part. The Council shall make the final determination in any disputes arising from the administration of this section. (Ord. 02-25(A), 2002.)

18.07.080 Miscellaneous provisions. a. Sums allocated for the acquisition of works of art under the provisions of this chapter shall be deemed to be part of the construction costs of the project.

b. Where federal or state grant funds are to be used to match municipal funds for a construction, remodeling, or renovation project covered by this chapter, the grant application shall, where applicable and where permitted by the granting authority, be made for the total cost of such project, including portions to fund works of art under this chapter. Unless prohibited by the terms of such grants, any money received may be used to implement the requirements of this chapter. (Ord. 02-25(A), 2002.)

18.07.090 Public art fund. a. A public art fund is established as a separate, interest bearing account in the city general fund to receive money for the public art program from the following sources:

1. Funds for public art fees received from private development.

2. Funds donated to the city for public art.

3. Other funds appropriated by the council for public art.

b. Money in the public art fund shall be used solely to pay the costs of selecting, commissioning, acquiring, installing, maintaining, public education regarding, administering, removing and insuring the works of public art, and any other expense related thereto.

c. Interest earned on money in the public art fund shall be deposited in the public art fund.

d. The public art fund is administered by the city with the advice of the public arts committee.

e. The public arts committee annually shall prepare a plan for expenditures from the public art fund for approval by the city council. (Ord. 09-51(A), § 1, 2009)

18.07.100 Ownership and management of works of public art. a. Ownership of all works of art acquired by or on behalf the city shall be vested in the city.

b. The city shall place or construct public art at locations that are open to the public and where the public art shall be visible to the general public during, at a minimum, normal business hours.

c. The removal from display by the city of public art owned by the city shall follow established guidelines for de-accessioning and shall be subject to review and recommendation by the public arts committee with final approval by the Council. (Ord.09-51(A) § 2 2009)



**EXHIBIT A**  
**City of Homer**  
**Request for Proposals**  
**Incorporating Art into Four Public Restroom Facilities**  
**Downtown Homer and on the Homer Spit**

Proposals to incorporate art into four new Public Restroom Facilities located on Pioneer Avenue in two Locations and on the Homer Spit in Two Locations will be received at the Office of the City Clerk, City Hall, City of Homer, 491 East Pioneer Avenue, Homer, Alaska, until **4:30 P.M., Thursday, August 23, 2012.**

A project site visit will be held on **Thursday, July 26, 2012 at 12:30 p.m.** to physically view the project sites on the Spit and on Pioneer Avenue. Proposers interested in attending are directed to meet in the Cowles Council Chambers at City Hall.

Please direct all questions regarding this request for proposal to Renee Krause, Deputy City Clerk, at City Hall; (907) 235-8121, Ext 2224.

The intent of this proposal effort is to provide an opportunity for artists and other interested persons to present ideas on how and what art can be incorporated into the building (interior and exterior), and the surrounding site. The proposals will be evaluated by an Art Selection Committee utilizing the City's 1% for Art Funding designated for this project. All ideas and concepts will be considered. Expect that more than one art piece or idea will be funded with the available dollars.

The City of Homer reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria based on the recommendations of the review committee.

Dated this \_\_\_\_ day of July, 2012

**CITY OF HOMER**

\_\_\_\_\_  
Walt Wrede, City Manager

Advertisement:  
Homer News  
Homer Tribune

Fiscal Note: \_\_\_\_ - \_\_\_\_ -5227

**REQUEST FOR PROPOSAL**  
**By the City of Homer, Alaska**

**INCORPORATING ART IN FOUR NEW PUBLIC RESTROOM FACILITIES**

The City of Homer, Alaska is requesting proposals from artists and other interested parties to provide art, artist services or ideas for incorporating art into four new Public Restroom Facilities. Two will be located on Pioneer Avenue in Downtown Homer and Two will be located on the Spit.

Proposals will be received at the City Clerk's Office, City Hall until **4:30 p.m., Thursday, August 23, 2012.** Proposals received after this date and time will not be accepted. The City reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals and to enter into an agreement with the respondent(s) that best meet the selection criteria as determined by the Art Selection Committee.

The following subjects are discussed in this Request for Proposal (RFP) to assist you in preparing your proposal.

- I. Introduction
- II. Scope of Services
- III. General Requirements
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process

**I. INTRODUCTION**

**I. A. THE CHALLENGE:** The City is currently in the process of designing four new Public Restrooms. Two Facilities will be located on Pioneer Avenue, at WKFL Park and across from the intersection of Bartlett Street on Pioneer Avenue. There will be two Public Restroom Facilities located on the Homer Spit. One will be at End of the Road Park between Land's End Resort and Alaska Marine Highway Terminal facility and at the Deep Water Dock on the Corner of Freight Dock Road and Outer Dock Road a proposed Public Restroom Facility and Guard Shack. The City has made incorporation of art in municipal buildings a priority and has dedicated \$17,000 for the incorporation of art into these projects.

**I. B. OPPORTUNITY:** To create a public building, that will not only serve the essential functions required of visitors and residents to the City of Homer and the Homer Spit but incorporates the uniqueness of Homer into the building or immediate surroundings. The City of Homer already demonstrates appreciation of the arts, which has become a distinguishing characteristic of this community, by displaying a host of various works of art in a multitude of mediums within the city and its municipal facilities.

**I. C. ANTICIPATED PROJECT DATES:** The following dates represent the project timeframe and are subject to change based on the overall project completion date, selected location or additional factors that are or may be unknown at this time.

Advertisement Dates:

Week of July 9, 2012

Week of July 16, 2012

Site Visit

July 26, 2012 @ 12:30 P.M. – This is Not a Mandatory Meeting

Deadline for Submittal of Proposals:

August 23, 2012 @ 4:30 p.m.

Proposals Submitted to Selection Committee:

August 24, 2012

Proposals Reviewed and Comments Returned to Staff:

August 30, 2012

Selection Committee Meeting for Review and Selection:

September 6, 2012 @ TBA

Finalists Interviews if Required:

No later than September 18, 2012

Recommendation to City Council:

No later than September 19, 2012

Award by Council:

No later than September 23, 2012

Project Installation:

TBD (Will have to confer with Carey Meyer)

## II. SCOPE OF SERVICES

The Selection Committee will consider, one or more of the following sites for placement of works of art; other sites not listed may also be considered. Artists are encouraged to submit one or more concepts or proposals for the project. Drawings with suggested locations within the Project Site and the Building are included.

### **Building Exterior Areas:**

Entryways  
Exterior Walls

### **Building Interior Areas:**

Walls  
Fixtures

The amount of the commission(s) will be up to \$17,000 in one or more individual awards which must cover all costs of design, engineering (if needed), fabrication, installation, special lighting and an identifying plaque. State laws related to public construction, including insurance, bonding and payment of prevailing wages rates may apply.

## III. GENERAL REQUIREMENTS

The following information is presented as a guideline for the preparation of the proposals:

a. To achieve a uniform review process and obtain the maximum degree of comparability it is required that the proposals be organized in the manner specified below. Proposals that do not address the items listed in this section may be considered incomplete and may be deemed non-responsive by the Art Selection Committee.

b. Interested firms/artists shall submit seven (7) original, completed proposals in an envelope marked as follows: **INCORPORATING ART INTO FOUR PUBLIC RESTROOM FACILITIES REQUEST FOR PROPOSALS, HOMER, ALASKA**

c. The proposals shall be addressed to:  
City Clerk's Office, City of Homer 491 E. Pioneer Avenue, Homer, Alaska 99603.

Proposals shall be received at the office of the City Clerk until **4:30 p.m., Thursday, August 23, 2012.** Proposals received after this date or time will not be accepted.

d. Direct questions regarding this proposal to Renee Krause, CMC, Deputy City Clerk, City Clerk's Office, City of Homer, 907-235-8121, ext.2224 or [rkrause@ci.homer.ak.us](mailto:rkrause@ci.homer.ak.us)

#### **IV. PROPOSAL FORMAT AND CONTENT**

1. Letter of Transmittal (2 Pages Maximum) – The transmittal letter shall identify the project or idea for which the proposal has been prepared; briefly state your understanding of the services to be provided; make a positive commitment to provide the services specified; and give the name, title, address and phone number of the contact person(s) proposing to provide art or artistic involvement.

2. Proposal Narrative (6 pages maximum) – The proposal narrative shall provide the following information:

A. If you have existing art that you are proposing to be incorporated into the project – At a minimum, you should address the following:

- Photos of the art work, brief description of the dimensions, colors, approximate budget and the location for the installation of the piece.
- A current resume of the artist
- A minimum of three photos of other works completed by the artist
- A self-addressed stamped envelope for the return of these documents if required.

B. If you are an artist proposing to provide new art for the project – at a minimum you should address the following:

- A brief description of the proposed art work or thumbnail sketch (copy, collage, handwritten notes are all acceptable) describing the location, dimensions, materials, colors and approximate budget.
- A current resume of the artist
- A minimum of three photos or slides of other works completed by the artist
- A self-addressed stamped envelope should be provided for return of above materials if needed.

C. If you have an idea for incorporating art into the project – at a minimum you should address the following:

- A brief description of the proposed artwork or thumbnail sketch (copy, collage, handwritten notes are all acceptable) describing the location, dimensions, materials, colors and approximate budget.
- A self-address stamped envelope should be provided if return if the materials if needed.

The thumbnail sketches should be designed to encourage more ideas and concepts without consuming a lot of the proposers time. Color is preferred but not required.

**No submissions in binders or notebooks please.**

## **V. EVALUATION CRITERIA AND SELECTION PROCESS**

### **A. EVALUATION:**

Submitted proposals will be reviewed and evaluated by the Art Selection Committee. The Art Selection Committee will be able to pick up copies of the proposals received and the Evaluation Form on Friday, **August 24, 2012** for review and evaluation. All comments and evaluation forms are to be returned to staff no later than the following Thursday, **August 30, 2012**, at 4:00 p.m. A meeting is scheduled on **September 6, 2012** at \_\_\_\_\_ p.m. for a target date of Council award no later than Monday, **September 24, 2012**.

The Art Selection Committee will make their recommendations to the City Council for approval. The City of Homer reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to the request for proposal.

The proposals will be evaluated using any or all of the following criteria, but review is not limited to these criteria:

1. Proposal Requirements - All requirements outlined in the Request for Proposals have been followed and/or are included in the proposal package.
2. Any other information required by the Request for Proposals document.
3. Concept of the proposal
4. Proposer interest in collaboration or willingness to work within a team approach.
5. Proposer's experience or interest in working in the public realm or outside a studio setting.
6. Ability of the proposer to meet time deadlines and schedules.
7. Quality of previous work of the proposer.
8. Is the proposed artwork designed and constructed by persons experienced in the production of such artwork and recognized by critics and peers as one who produces works of art?
9. Does the proposed work of art aesthetically enhance the public space or built environment to which it relates or otherwise interact with its surrounding environment?
10. Does the proposed work of art add to the local identity and profile in the context of the City of Homer?
11. Is it specifically designed for its site (location) and is commensurate in scale with its surroundings?
12. Is a suitable addition to the public space proposed?
13. Is it durable (where applicable) and reasonable to maintain in terms of time and expense?
14. Does the artwork need lighting or other additional fixtures? Have they been included in the proposal?
15. Is it a permanent fixed asset to the property or can it be relocated to another facility or location if required in the future?
16. Is the proposed art suitable by way of form and quality for public viewing and accessibility, taking into consideration the possibility of an unsecured public space?
17. Does the proposed art require regular maintenance in order for it to last?

18. Does the proposed art fall within the applicable zoning codes as outlined in the Homer City Code?
19. Is the proposed artwork susceptible to vandalism?
20. Is the proposed artwork free of unsafe conditions or factors?
21. Does the proposed artwork contribute to a sense of civic pride?
22. Does the proposed artwork reflect aspects of the local community such as the city's history and/ or culture?
23. Is the proposed work of art in keeping with the overall broad intent and objectives of the City of Homer Public Art Policy?

**A. SELECTION:**

The proposals chosen will be based on the overall top choices of the Art Selection Committee after evaluation. If there is no apparent first, second and/or third choices the top proposers will be invited to attend a presentation/interview.

Depending on the cost of the proposed art work submitted all top proposers may be selected for recommendation to City Council by the Arts Selection Committee for installation.

A Finalist Evaluation will be conducted wherein the top proposers will be invited to make a presentation interview which may include questions on some or all of the following:

- Artistic excellence – review of sample of the proposed work of art or previous works presented by the Finalists
- Ability to relate the proposed artwork to the site
- Experience with projects in similar scope and/or type
- Knowledge of fabrication and installation of media proposed
- Ability to be detail oriented – efficient understanding of schedules and budgets
- Flexibility/Open to ideas
- The proposed budget is realistic for the proposed work of art
- Presentation of the proposed concept/artwork

The Finalist Evaluation may also contain some or all of the questions/topics outlined in the evaluation process.

Staff will contact the finalists after the **September 6, 2012** Committee meeting date when they make their recommended selections and schedule presentation/interviews for no later than **September 18, 2012**.

Once the Arts Selection Committee has determined the final choice(s) for recommendation, the proposer(s) will be notified by the City Clerk's Office.

All information regarding the award of the project is to be confidential until awarded by City Council.



## **"Special Considerations for Art in Public Places"**

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Criteria for Public Artwork by either purchase or commission shall include but not limited to the following:

1. Adherence to the Mission and Goals of the Public Arts Committee.
2. **Inherent Artistic Quality.** This will be independent of all other considerations.
3. **Context of Artwork within the Municipal Art Collection.** Proposed artwork will be evaluated within the framework of the larger collection and whether it strengthens the collection if the artwork is proposed as a gift or donation to the city.
4. **Context of Artwork with Site.** Works of art must be compatible in scale, material, form and content with their surroundings. Consideration should be given to the architectural, historical, geographical and social/cultural location of the site. Proposed Artwork should be placed to be visible by most people.
5. **Media.** All forms of visual art may be considered. Works of art may either be portable or permanently attached. Choose materials and coatings based on their ability to survive local conditions that include chemical pollutants, airborne chlorides from the sea or de-icing salts; soot from automobiles or local industry, sunlight exposure and abrasive windblown dust. Be aware of how materials weather in an outdoor environment and their mutual compatibility.
6. **Permanence.** Due consideration should be given to the structural and surface soundness and to inherent resistance to theft, vandalism and weathering. Use of durable materials that provide adequate support should be considered. Choose fasteners, cladding, and other attachment devices for strength, durability and material compatibility to avoid galvanic corrosion. Use attachment mechanisms that permit removal or disassembly for maintenance activities.
7. **Ability to Maintain.** Significant consideration should be given to the cost and amount of ongoing maintenance and/or repair anticipated, and to the city's ability to provide adequate maintenance. Artwork should be composed of structurally resilient and abrasion resistant materials. Because water accelerates the deterioration of most materials choose materials that are stable in moist environments. Artwork should not be placed in a given site if the landscaping and maintenance requirements of that site cannot be met.
8. **Public Safety and Accessibility.** Each work of art shall be evaluated to ensure that it does not present a hazard to public safety and complies with all applicable building codes and accessibility requirements. Public Safety is a primary concern. Artwork should not block windows or entranceway, not obstruct normal pedestrian circulation in and out of a building unless such alteration is specifically a part of the experience or design of the artwork.
9. **Diversity.** The Public Arts Committee is committed to acquiring art works that reflect diversity in style, scale, media, and artistic sources as well as diverse cultural communities and perspectives. The Public Arts Committee also encourages exploratory types of artwork as well as established art forms.
10. **Feasibility.** Proposed objects shall be evaluated relative to their feasibility and convincing evidence of the artist's ability to successfully complete work as proposed.
11. **Duplication.** To assure that the artwork will not be duplicated, the artist will be asked to warrant that the work is unique and an edition of one unless stated to the contrary in the contract.



