

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**
- 4. APPROVAL OF THE MINUTES**

A. Meeting Minutes for May 15, 2018

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**4. PENDING BUSINESS**

**5. NEW BUSINESS**

A. Memorandum from Deputy City Clerk re: Request for Executive Session Pursuant to AS §44.62.310(C)(2 &3), Matters, Which By Law, Municipal Charter, or Ordinances are Required to be Confidential. (Review and Evaluation of Submitted Proposals)

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**6. INFORMATIONAL MATERIALS**

**7. COMMENTS OF THE AUDIENCE**

**8. COMMENTS OF THE STAFF**

**9. COMMENTS OF THE COMMITTEE**

- 10. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_**  
**\_\_\_\_\_, 2018 AT \_\_\_\_\_ P.M.** All meetings scheduled to be held in the  
Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer,  
Alaska.



Session 18-01, a Regular Meeting of the Art Selection Committee was called to order by Acting Chair Matt Steffy at 3:35 p.m. on May 15, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: COMMITTEE MEMBERS STEFFY, LOWNEY, SHARP, HAWKINS AND SCHMUTZLER

ABSENT: COMMITTEE MEMBER MEYER (EXCUSED)

STAFF: DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

LOWNEY/SHARP MOVED TO APPROVE THE AGENDA

There was no discussion

VOTE. NON OBJECTION. UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

APPROVAL OF MINUTES

PENDING BUSINESS

NEW BUSINESS

A. Election of Chair and Vice Chair

Acting Chair Steffy reviewed the memorandum on conducting Elections and opened the floor for nominations of Chair.

Mr. Sharp nominated Ms. Lowney. Mr. Steffy seconded the nomination.

Ms. Lowney nominated Matt Steffy. Mr. Sharp seconded the nomination.

A brief discussion ensued.

Harbormaster Hawkins arrived at 3:40 p.m.

Ms. Lowney conceded the role of Chair to Mr. Steffy.

Chair Steffy called for nominations of Vice Chair.

Ms. Lowney nominated Mr. Sharp.

Chair Steffy hearing no further nominations from the committee inquired if Mr. Sharp was willing to accept the role of Vice Chair.

Mr. Sharp accepted the position of Vice Chair.

- B      Review and Recommendation for Placement of Art
  - 1.      Project Site Drawings Ramp 2 Restroom Project

Chair Steffy reviewed the memorandum and requested input from the committee.

Discussion ensued on the preference to include artistic elements into the restroom project and the placement of the project on the site.

Ms. Lowney recommended that the committee leave the site/project open and not limit the artists who are interested in submitting a proposal.

Deputy City Clerk Krause added to the discussion that Mr. Meyer mentioned that an art component could be included in a floor design, doors, etc.

Mr. Hawkins inquired if that would include a sidewalk approach to the restroom. He expressed concerns for exterior site placement in regards to snow plowing and that all exterior art submissions would have to withstand the marine/weather climate conditions found on the Spit.

Mr. Schmutzler agreed with keeping the project open to allow the artists to use their full vision of what could be done.

Further discussion ensued on the Fire Hall project and the limitations of visible public areas where artistic elements could be installed. Suggestions included the risers on the interior steps leading to the upstairs in the interior public entrance, shelving, counter work and flooring; possibility of installing a sculpture in the little park/grassy area to the left along Heath Street on the outside or west wall.

LOWNEY/SHARP – MOVED TO REQUEST CLARIFICATION FROM THE FIRE CHIEF ON LOCATIONS WITHIN THE FIRE HALL FACILITY AND ON SITE FOR PUBLIC ART AND INCLUDE THOSE IN THE REQUEST FOR PROPOSAL.

A brief discussion ensued on receiving input from the Fire Chief and possibly pictures of areas within the facility that were viewable by the public and confirming with the Planning department if the green space could be utilized and to what extent.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

The Committee agreed by consensus to have the Ramp Two Restroom Project wide open for all suggestions regarding placement or inclusion of art within the design of the facility with consideration of snow plowing and the marine environment for durability.

C. Review and Recommendation on Draft Request for Proposal Documents

1. Draft Advertisement
2. Draft Request for Proposal
3. Draft RFP Scoring Form
4. Sample Contract

Chair Steffy reviewed the memorandum contained in the packet and inquired if there were any questions or comments from the Committee.

Mr. Hawkins questioned the reviewing process and that maybe they should reduce the number of qualifiers for the proposals and questioned the point value for the criteria.

Ms. Lowney provided her previous experience on a selection committee and that each of the criteria offers a base to review the proposals received.

A brief discussion was held by the committee on reviewing the proposals by the criteria and points.

Chair Steffy brought the focus of the committee to the recommended dates of advertising in the local paper for May 24<sup>th</sup> and 31<sup>st</sup> and proposals being due on June 21, 2018 and requested clarification on the time period.

Deputy City Clerk Krause provided clarification that most Requests for Proposals (RFP) of art are given a 6-8 week time period from first advertisement to proposal due date. Mr. Meyer wanted to have proposals submitted by mid-June but most artists are unable to review the site, drawings and then produce a design in a two-three week window, she is proposing the following as a compromise giving artists a month from first advertisement to due date.

Ms. Krause confirmed that the RFP would be advertised in the local paper, on the website, two plan rooms in the state and with the State of Alaska if possible.

Ms. Krause inquired if the Committee would like the ad to run in the Clarion or Anchorage papers. The Committee expressed a preference for the Anchorage paper by consensus.

A discussion ensued on the span of the advertising dates, site visit location and time, and length of time until submittal to allow the artists to develop a concept.

Mr. Hawkins provided the start date for the project is expected to begin in September, he noted that the earlier the better for the proposal because the facility may have rock on the lower portion of the building but currently they do not have a confirmation on that possibility.

Further discussion ensued on the value of conducting a site visit and it was agreed by consensus of the Committee that Thursday, June 7, 2018 at 10:00 a.m. be included for a non-mandatory site visit for the Ramp Two Restroom Project.

The Committee requested clarification on submitting the recommendation to Council questioning if they are rushing things to possibly meet the earlier meeting date in July.

Deputy City Clerk Krause clarified that she needed to check with the City Clerk to see if award can be added to the Special meeting on July 2<sup>nd</sup> otherwise it would be the regular meeting on July 23, 2018. She clarified that the proposed timeline is a compromise to meet the preferred deadline that Public Works Director Meyer would like of mid-June. Mr. Meyer expressed to her that he wanted to issue the Invitation to Bid for the restroom project at that time and preferred having the design for the art prior to that bidding process especially if the selected proposal included architectural aspects that could be included in the construction costs. The dates were not suggested to meet a specific Council meeting.

Chair Steffy reiterated that the first chance for the Committee to review would be June 28, 2018 and requested information on the process of reviewing the submittals.

Deputy City Clerk Krause explained that the Committee will receive copies of all proposals received the Friday following the submittal. The evaluations from the Committee are usually due back no later than the morning of the meeting date and she will compile the comments and scores and those are distributed to the committee at the meeting.

LOWNEY/SHARP MOVED TO APPROVE THE RECOMMENDED DATES TO INCLUDE A NON-MANDATORY SITE VISIT AT JUNE 7 AT 10:00 A.M., EVALUATIONS DUE TO CLERK'S OFFICE BY 4:30 P.M. ON JUNE 27<sup>TH</sup> AND JUNE 28, 2018 AT 3:00 P.M. FOR THE NEXT MEETING

It was noted that interviews would be scheduled as needed. It is assumed that the Committee will have a recommendation for Council at the end of the meeting scheduled for June 28, 2018.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mr. Sharp asked if they could re-advertise if they only received one submittal and it was not deemed sufficient.

Deputy City Clerk Krause responded if they did not receive adequate submissions they could submit a report to City Council on the outcome and request re-advertising.

Mr. Schmutzler inquired if they should share their reviews before the next scheduled meeting.

Ms. Lowney requested confirmation from Ms. Krause that as a committee they are still bound by the same open meetings act requirements and cannot email each other.

Deputy City Clerk Krause explained to Mr. Schmutzler the Open Meetings Act and how emails submitted between them would be considered a serial meeting and that the committee cannot discuss things prior to the meeting that they were going to take action on. She noted that they could email one at a time but it was not recommended by the Clerk's Office.

Chair Steffy provided further input that Mr. Schmutzler can email the Clerk and she could email the committee.

Ms. Krause stated that most important is that any discussion and decision of the committee is confidential until awarded by Council.

Ms. Lowney commented that she valued the discussion portion due to the value it adds to their actual scoring, she has changed her scoring when a committee member pointed out an aspect that she had not thought about in reviewing a proposal.

Ms. Krause also noted that the scoring is then put into the final document and available after award through the records request process. But until then all discussions and scoring is performed in Executive Session to allow open discourse on the submittal. The initial scoring done by the committee provides a starting point in the review process.

There was no further discussion or comments of the committee.

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause commented it was a pleasure as always.

COMMENTS OF THE COMMITTEE

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 4:25 p.m. The next regular meeting is scheduled for THURSDAY, JUNE 28, 2018 AT 3:00 P.M. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: \_\_\_\_\_





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

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### Memorandum

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK

DATE: MAY 8, 2018

SUBJECT: REQUEST FOR EXECUTIVE SESSION PURSUANT TO AS §44.62.310(C)(2 &3),  
MATTERS, WHICH BY LAW, MUNICIPAL CHARTER, OR ORDINANCES ARE REQUIRED TO BE  
CONFIDENTIAL. (REVIEW AND EVALUATION OF SUBMITTED PROPOSALS)

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Pursuant to the City of Homer Procurement Policy and Procedures Manual and City of Homer Code Title 3.16 Procurements Section 3.16.110 Competitive Sealed Proposals – Negotiated Procurement, Paragraph D. Proposals, tabulations and evaluations thereof shall be open to public inspection only after the contract award.

#### Recommendation:

Move to Approve the Request for Executive Session and adjourn immediately to conduct in Council Chambers.



# Proposal Evaluation Form 1% for the Arts Ramp 2 Restroom Project and Fire Hall Renovation Project

Criteria for the Selection of Artwork

Name of Reviewer: \_\_\_\_\_

Date Review Submitted: \_\_\_\_\_

Evaluation Scale 100

None. Not addressed or response of no value 5

Fair. Limited applicability 10

Good. Somme applicability 15

Very Good. Substantial Applicability 20

Excellent. Total applicability 50

Criteria for the Evaluation of Submitted Proposals may include, but will not be limited to:

proposer name

proposer name

proposer name

proposer name

proposer name

Was the required Number of Copies Submitted?

Was the Proposal received on the day and time as specified?

Was a Letter of Transmittal Included?

Did the Proposal contain a Narrative with a maximum limit of 6 pages

Concept of the Proposal

Proposer interest or willingness in collaboration or working within a team approach.

Proposers experience or interest in working in the public realm?

Ability of the Proposer to meet time deadlines and schedules

Quality of previous work of the proposer.

Is designed and constructed by persons experienced in the production of such artwork and recognized by critics and by his or her peers as one who produces works of art.

Aesthetically enhances the public space or built environment to which it relates or otherwise interacts with its surrounding environment

Adds to the local identity and profile in the context of the City of Homer

Is specifically designed for its site and is commensurate in scale with its surroundings?

Is a suitable addition to the public space proposed

Is durable (where applicable) and reasonable to maintain in terms of time and expense?

Does the artwork need lighting? Or other additional fixtures? Have they been included in the proposal?

Is a permanent fixed asset to the property

# Proposal Evaluation Form 1% for the Arts Ramp 2 Restroom Project and Fire Hall Renovation Project

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proposer name

proposer name

proposer name

proposer name

proposer name

Was the required Number of Copies Submitted?

Was the Proposal received on the day and time as specified?

Was a Letter of Transmittal Included?

Did the Proposal contain a Narrative with a maximum limit of 6 pages

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.

Does the proposed art require regular maintenance in order for it to last adding to an additional long term cost to the overall city budget?

Does the proposed art fall with the applicable Chapter of the Homer City Code

Is the proposed artwork susceptible to vandalism?

Is free of unsafe conditions or factors.

Contributes to a sense of civic pride

Involves the local community

Addresses, but is not limited to, aspects of the city's history and/or culture

Recognizes the broad intent and objectives of the City of Homer Public Art Policy