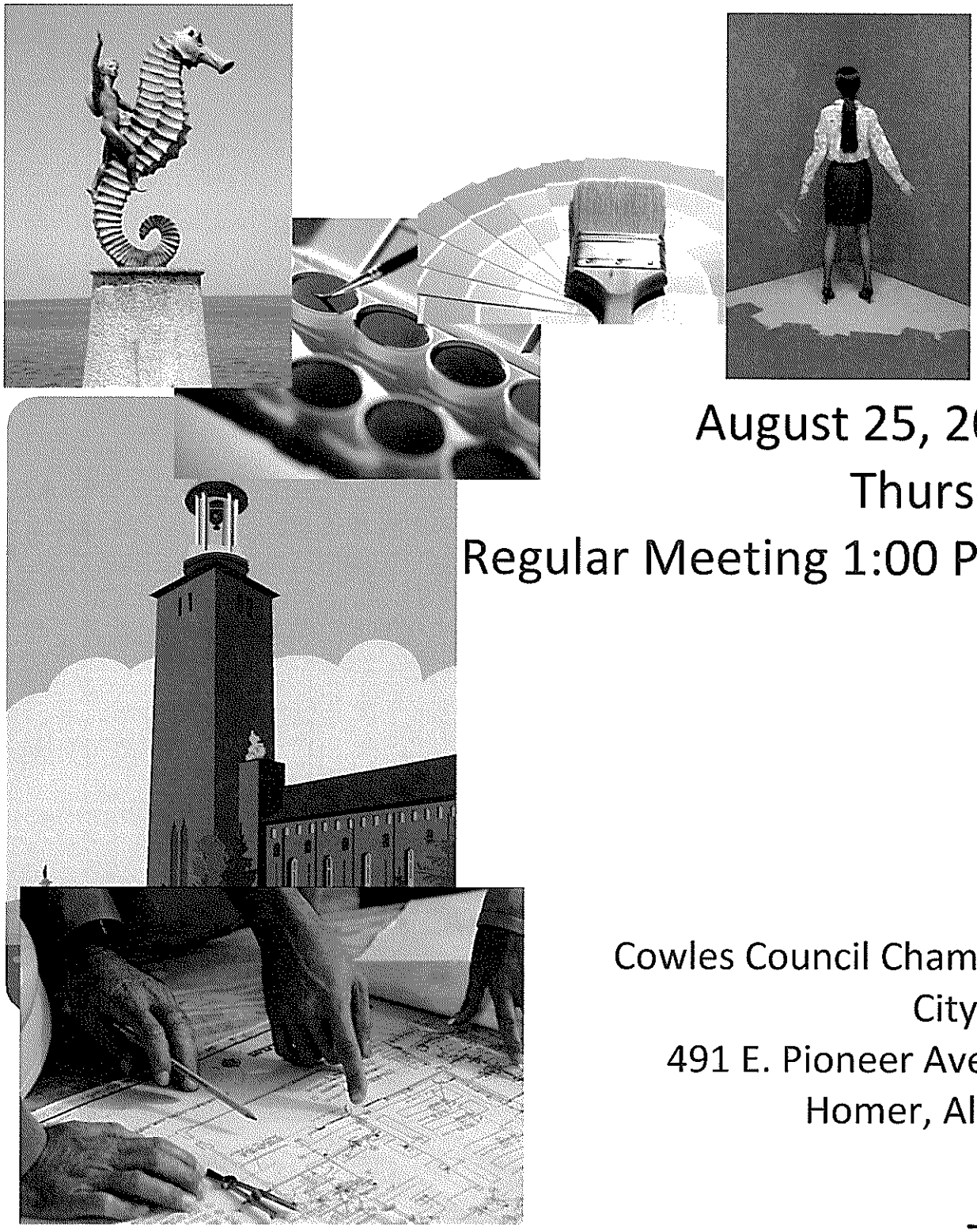
City Hall Renovation and Expansion Project
1% for the Arts Selection Committee



August 25, 2011
Thursday
Regular Meeting 1:00 P.M.

Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska

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ART SELECTION COMMITTEE – CITY HALL PROJECT
491 E. PIONEER AVENUE
HOMER, ALASKA

AUGUST 25, 2011
THURSDAY AT 1:00 P.M.
COWLES COUNCIL CHAMBERS

MEETING NOTICE
REGULAR MEETING

1. CALL TO ORDER

2. AGENDA APPROVAL

3. APPROVAL OF THE MINUTES
(*Minutes are only approved during regular meetings.*)
There are no prior minutes for approval.

4. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

5. PENDING BUSINESS

There are no pending business items.

10. NEW BUSINESS

A. Election of Chair and Vice Chair — Page 5
B Requirements of the 1% for the Arts Program, Review and Discussion — Page 7
1. Public Arts Committee Administrative Guidelines excerpt 1% for the Arts Program
2. State of Alaska Statute 35.27.010 Art Works in Public Buildings and Facilities
3. Homer City Code, Chapter 18.07 Funds for Works of Art in Public Places
4. Ordinance 02-25(A), Requiring Funding for Works of Art in projects for Construction, Remodeling and Renovation of Certain Public Facilities.
C. Establishing the Project Budget, Memorandum dated August 18, 2011 — Page 25
1. Excerpt from Contract Awarded to Steiner's North Star Construction
D. Discussion and Recommendation for Placement of Art — Page 29
1. Project Site Drawings
E. Review, Discussion and Recommendation on Draft Request for Proposal Documents — Page 35
1. Draft Advertisement
2. Draft Request for Proposal
3. Draft RFP Scoring Form
F. Discuss and Establish a Meeting Schedule — Page 49

11. INFORMATIONAL MATERIALS

12. COMMENTS OF THE AUDIENCE

13. COMMENTS OF THE CITY STAFF *(If present)*

14. COMMENTS OF THE COMMITTEE

15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR _____ , 2011 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.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I

491 E. Pioneer Avenue
Homer, Alaska 99603-7624
(907) 235-3130

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MEMORANDUM

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: AUGUST 18, 2011

RE: **ELECTION OF A CHAIR AND VICE CHAIR**

The first order of business is to nominate a chair and vice chair for the Committee.

Acting Chair opens the floor for nominations of Chair:

When there are no further nominations the Acting Chair closes the nominations and inquires if the Committee would prefer to vote for Chair by a show of hands, roll call vote or secret ballot. In a secret ballot the names of the nominee selected for chair can be written on the paper provided at the start of the meeting; the Clerk will then collect the votes, tallying and reading into the record the number of votes for each nominee. If there is more than one or two persons nominated for one position the vote can be conducted in this manner. Typically it is by roll call vote.

Once the apparent Chair has been announced the Acting Chair turns the meeting over to the Elected Chair.

The Chair will then open the floor for nominations for Vice Chair. This is conducted in the same manner. The Vice Chair will preside over a meeting if the Chair is unavailable attend a scheduled meeting.

Recommendation
Acting Chair - Open floor for nominations for Chair. Close nominations. Vote. Turn meeting over to Chair.
Chair – Open floor for nominations for Vice Chair. Close nominations. Vote. Announce name of Vice Chair for the record.

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MEMORANDUM

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: AUGUST 18, 2011

RE: **REQUIREMENTS OF THE 1% FOR THE ARTS PROGRAM**

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	DATE
ADDRESS	DAY AND TIME
CITY, STATE	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 1st 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 the~~ir~~ 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.

STATE OF ALASKA STATUTES 2010

Chapter 35.27. ART WORKS IN PUBLIC BUILDINGS AND FACILITIES

Sec. ⏩35.27.010⏪. Purpose.

The state recognizes its responsibility to foster culture and the arts and the necessity for the viable development of its artists and craftsmen. The legislature declares it to be a state policy that a portion of appropriations for capital expenditures be set aside for the acquisition of works of art to be used for state buildings and other public facilities.

Sec. 35.27.020. Art requirements for public buildings and facilities.

(a) A building or facility constructed after June 30, 1975, or remodeled or renovated after June 30, 1975, shall include works of art, including but not limited to sculptures, paintings, murals or objects relating to Native art.

(b) The department, before preparing plans and specifications for buildings and facilities, shall consult with the Alaska State Council on the Arts regarding the desirability of inclusion of works of art.

(c) ***At least one percent or***, in the case of a rural school facility, at least one-half of one percent of the construction cost of a building or facility approved for construction by the legislature after September 1, 1977, ***will be reserved for the following purposes: the design, construction, mounting and administration of works of art in a school, office building, court building, vessel of the marine highway system, or other building or facility which is subject to substantial public use.***

(d) A building or facility with an estimated construction cost of less than $250,000 is exempt from the requirements of this chapter unless inclusion of works of art in the design and construction of the building or facility is specifically authorized by the department.

(e) The artist who executes these works of art shall be selected by the architect for the department with the approval of the department, after consultation with the Alaska State Council on the Arts and the principal user of the public buildings or facilities.

(f) The artist who executes these works of art in the public schools shall be selected by the superintendent of a school district in which a public school is to be built with the approval of the school board. Should the department find in the best interest of the state that the selection of the artist who executes these works of art by the superintendent may result in a cost overrun to the state or delay of construction, the department shall make the selection of the artist in consultation with the superintendent.

(g) The architect, superintendent, department, and the Alaska State Council on the Arts shall encourage the use of state cultural resources in these art works and the selection of Alaska resident artists for the commission of these art works.

Sec. 35.27.030. Definitions.

In this chapter,

(1) "building" or "facility" means a permanent improvement constructed by the department; the term

(A) includes, but is not limited to,

(i) schools, office buildings, and court buildings;

(ii) other buildings which the commissioner determines are designed for substantial public use;

(iii) boats and vessels of the marine highway system;

(iv) transportation facilities which accommodate traveling passengers;

(B) excludes other transportation facilities;

(2) "commissioner" means the commissioner of transportation and public facilities;

(3) "construction cost" is that cost expended for the actual construction of the facility, exclusive of the costs of land acquisition, site investigation, design services, administrative costs, equipment purchases, and any other costs not specifically incurred within the construction contract or contracts awarded for the construction of the facility.

Homer City Code

Drupal.behaviors.print = function(context) {window.print();}>
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Sections

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.
18.07.070 Exemptions.
18.07.080 Miscellaneous provisions.
18.07.090 Public Art Fund.
18.07.100 Ownership and management of works of Public Art.

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.
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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 may adopt, and from time to time amend regulations setting forth the manner in which the requirements of this chapter shall be carried out, which shall be effective upon approval by City Council resolution.
c. The requirements of section 18.07.030(A) shall not be waived except as provided for in section 18.07.070. (Ord. 10-55(A) §2, 2011; Ord. 02-25(A), 2002.)

18.07.050 Selection. a. Where works of art are to be incorporated in the construction, remodeling or renovation of a city building or facility or its grounds, such works of art shall be selected and recommended to the Council for approval by a jury consisting of the architect or project designer, a representative of the user department, a representative of the Public Arts Committee and such additional persons that the Public Arts Committee may designate, subject to Council approval.
b. Where works of art are to be commissioned or acquired, but not incorporated in the construction, remodeling or renovation of a city 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 a representative of the user department, one or more members of the Public Arts Committee and such additional persons that the Public Arts Committee may designate, subject to Council approval. (Ord. 10-55(A) §3, 2011; Ord. 02-25(A), 2002.)

18.07.070 Exemptions. The City Council may waive the requirements of this chapter in whole or in part as to the construction, remodeling or renovation of a city the building or facility upon a finding by the Public Arts Committee or City Manager that the inclusion of works of art in the construction, remodeling or renovation as required by this chapter would not provide any aesthetic benefit to the community or to the principal users of the building or facility.(Ord. 10-55(a) §5, 2011; 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, administrating, 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.)

Source URL (retrieved on *2011-08-18 13:43*): http://www.cityofhomer-ak.gov/cityclerk/chapter-1807-funds-works-art-public-places

CITY OF HOMER
HOMER, ALASKA

Yourkowski

ORDINANCE 02-25(A)

AN ORDINANCE OF THE CITY OF HOMER AMENDING THE HOMER CITY CODE TO ADD CHAPTER 18.07 REQUIRING FUNDING FOR WORKS OF ART IN PROJECTS FOR CONSTRUCTION, REMODELING AND RENOVATION OF CERTAIN PUBLIC FACILITIES.

WHEREAS, Homer is considered by many to be a haven for the arts yet we see very little public art as we walk and drive around town; and

WHEREAS, Public art would add to the beauty of Homer thereby adding to our quality of life and the visitor's experience; and

WHEREAS, The city wishes to maximize artistic input into architectural decisions in a cost effective manner, thereby creating unique and aesthetic public facilities for the enjoyment of all.

NOW, THEREFORE, THE CITY OF HOMER HEREBY ORDAINS:

Section 1. A new chapter 18.07 entitled Funds for Works of Art in Public Places is hereby added to the Homer City Code to read as follows:

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
18.07.080 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.

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:

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"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.

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 $50,000.00 $250,000.00 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.

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.

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 chosen or approved 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 to the Council for approval.

18.07.060 Program Administration; Public Arts Committee.

A. The City Manager shall administer this chapter.

B. 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. Members serve at the pleasure of the City Council.

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.

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.

Section 2. This chapter applies to all projects for the construction, remodeling or renovation of municipal buildings and facilities for which the contract for design is awarded after adoption/enactment of this Ordinance.

Section 3. This ordinance is of a permanent and general character. Section 1 of this ordinance shall be included in the City Code.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, this 12th day of August, 2002.

CITY OF HOMER

ATTEST:

JACK CUSHING, MAYOR

MARY L. CALHOUN, CMC, CITY CLERK

AYES: -6-
NOES: -0-
ABSTAIN: -0-
ABSENT: -0-

First Reading: 05/28/02

Public Hearing: 06/10/02 and 7/09/02, Second reading was postponed on 06/10/02 to 07/09/02 with an additional public hearing also on 07/09/02.

Second Reading: 08/12/02, Second Reading was tabled on 07/09/02 and taken from the table on 08/12/02.)

Effective Date: 08/13/02 (Mayor Cushing had called for a Legal Opinion regarding a question of Conflict of Interest raised by a member of the public. He did not sign the Ordinance until 09/03/02.)

Reviewed and approved as to form:

_____	_____
Ronald Wm. Drathman, City Manager	Gordon J Tans, City Attorney
Date: _____	Date:_____

Fiscal Note: NA

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I

491 E. Pioneer Avenue
Homer, Alaska 99603-7624
(907) 235-3130

(907) 235-8121
Extension: 2227
Extension: 2224

Fax: (907) 235-3143
Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: AUGUST 18, 2011

RE: **ESTABLISHING THE PROJECT BUDGET**

Background

The budget amount designated for the 1% for the Arts in the City Hall Renovation and Expansion Project has been set at $15,000.00 inclusive of all artist design, materials, fabrication, transportation, installation, lighting and display such as framing, glass, etc.

This amount is in accordance with Homer City Code, 18.07.030 (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.

An excerpt from the Construction contract showing the amounts awarded has been included to validate the amount budgeted of $15,000.00.

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.

Attachment A
Homer City Hall Renovation and Expansion Project
GC/CM Pre-Construction and Construction Assistance Services

Steiner North Star Construction

Project Budget

Expansion Construction	$1,000,000*	
Renovation Construction	$ 500,000*	
1% for Art	$ 15,000	
Pre-construction Services	$ 135,000	NI
Construction Assistance Services	$ 30,000	NI
City Salaries/Administration	$ 40,000	NI
Contingency (10%)	$ 150,000	NI
Total Project	$1,870,000	

PER HCC 18.07.030 + AS 35.27.10

(*- includes $390,000 for CM general conditions and fee costs)

Services Scope

Expansion: Provide all necessary materials, equipment and labor to construct 4000 SF building expansion (quality equal to existing building when new) including associated architectural, structural, mechanical, electrical, civil site improvements. Assist design team in securing State Fire Marshall approval. Coordinate with design team regarding constructability and cost implications. Review drawings and provide MACC for expansion portion of the project.

Renovation: Provide all necessary materials, equipment and labor to renovate existing building (within available budget); potentially including abandoning existing electrical heating system in 50 % of the existing building and provide new heat/ventilation system to serve 50% of the existing building area; replace shingled portion of roof and improve flat roof portion; completing selected interior wall removal/ relocations; upgrading existing interior/exterior building lighting with energy efficient lighting; replacing carpeting/wall base trim/painting all interior spaces; and siding repair/painting exterior surfaces of existing building. Coordinate with design team regarding constructability and cost implications. Assist design team in securing State Fire Marshall approval. Review drawings and provide MACC for renovation portion of the project.

Deliverables: **10% Design** consisting of preparing order of magnitude cost estimate for all contemplated expansion and renovation work, based on conceptual building footprint and floor plan provided by design team; and estimated cost of renovation work items being considered (including complete heating/ventilation system upgrade). Miscellaneous renovation items may include Pioneer Avenue deck, ramp, stair and handrail replacement; limited window replacements; minor drainage improvements (east side); elevator pit repair; concrete sidewalk repair. Attend two Review Committee meetings (Feb 22, Mar 7).

35% Design consisting of preparation of cost estimate based on preliminary plans for all work determined to be within project budget (provided by design team); attend one Review Committee meeting (Apr 18). Attend one Planning Commission meeting (May 4).

95% Design consisting of preparation of cost estimate based on final plans and specifications. This will be the MACC. Assist in obtaining State Fire Marshal approval.

100% Design consists of final review, comment on plans prior to construction.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I

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Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: AUGUST 18, 2011

RE: **DISCUSSION AND RECOMMENDATION FOR PLACEMENT OF ART**

Background

The committee is responsible for suggesting the most suitable locations for artwork within the building or site. This does not limit the proposers from submitting for another location. The proposal can or will be written to include the preferred location(s).

It has been mentioned that the members of the Public Arts Committee and the City Hall Renovation and Expansion Task Force have voiced a preference for a location outside the building during their meetings held earlier this year. This committee has no obligation to acquiesce to their recommendation.

The committee may choose to not specify a location at all within the request for proposal to allow the proposers the freedom to submit artwork for indoors, outdoors or both.

A current site drawing has been provided to aide in selection of an outdoor location and would be included in the request for proposal documents.

Recommendation
Discuss and determine if a specific location, proposer's choice or multiple locations should be referenced in the request for proposal documents.

Permit Set - Planting Schedule (NIC)

Evergreen Trees - NIC

Qty.	Symbol	Label	Latin Name	Common Name	Size	Furnished	Notes
18		PG	Picea glauca	White Spruce	5'-6' Ht.	B&B	

Deciduous Trees - NIC

Qty.	Symbol	Label	Latin Name	Common Name	Size	Furnished	Notes
7		BP	Betula papyrifera	Paper Birch	2" Cal.	B&B	Single stem
3		PM	Prunus maackii	Amur chokecherry	2" Cal.	B&B	Single stem, clear trunk to 5', no horizontal limbs below 6'

Shrubs - NIC

Qty.	Symbol	Label	Latin Name	Common Name	Size	Furnished	Notes
15		SJ	Spiraea x bumalda 'Little Princess'	'Little Princess' Spirea	18" Ht.	Potted	
5		PF	Potentilla fruticosa 'Abbotswood'	Abbotswood Potentilla	24" Ht.	Potted	
24		RA	Rosa rugosa 'Hansa'	Hansa Rose	24" Ht.	Potted	
20		CS	Syringa pekiu 'Miss Kim'	Miss Kim Lilac	36" Ht.	Potted	
8		RLA	Forsythia ovata	Early Forsythia	36" Ht.	Potted	
7		VE	Rosa acicularis	Prickly Rose	24" Ht.	Potted	
5		PA	Picea abies 'Nidiformis'	Bird's Nest Spruce	15-18" Spread	Potted	

Perennials - NIC

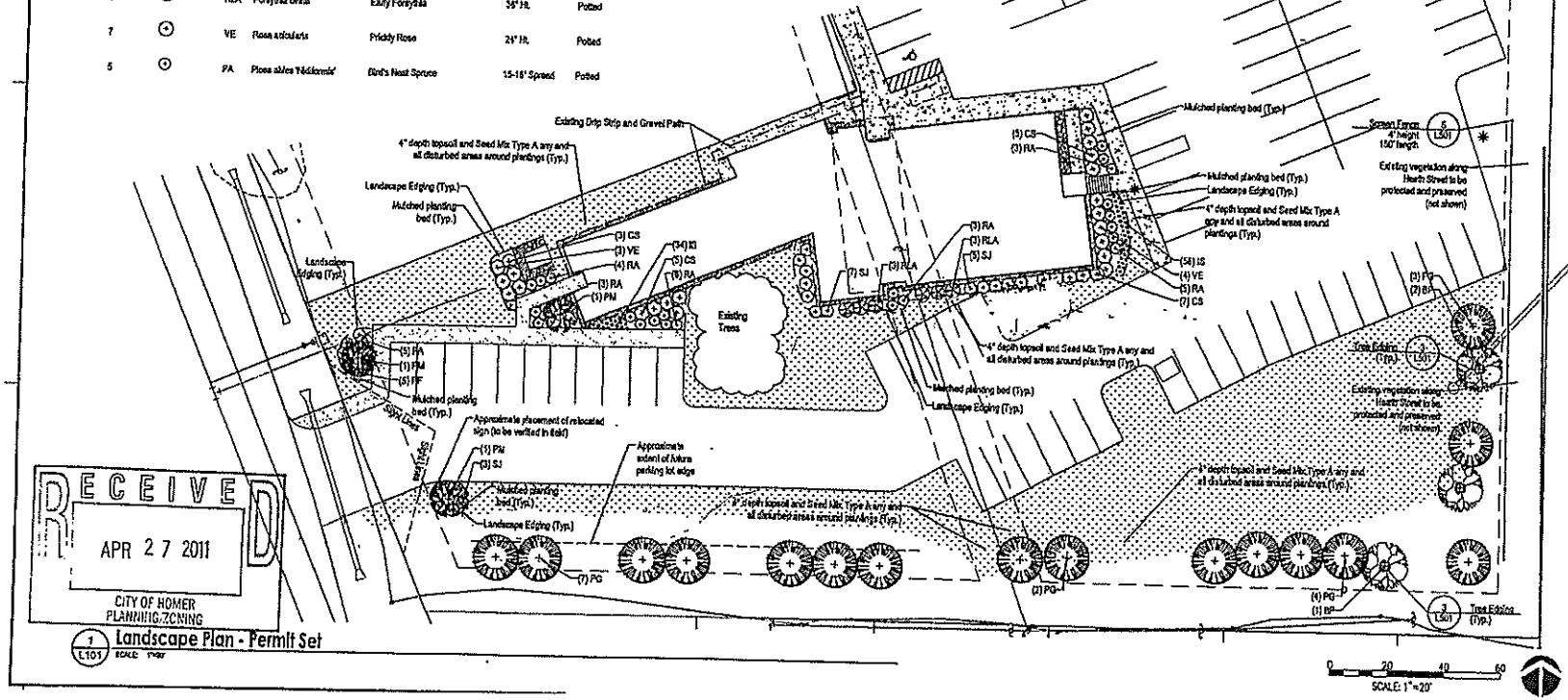
Qty.	Symbol	Label	Latin Name	Common Name	Spacing	Size	Furnished	Notes
90		IS	Iris setosa	Native Iris	18" o.c.	12" ht.	1 gal pot	Triangular spacing, 5 fronds min./pot

Miscellaneous - NIC

— — — — Landscape Edging

General Notes:

1. See L501 for planting details
2. All plants shall be nursery grown to ANSI Z60.1.3. All perennials beds shall receive 12" depth topsoil and shredded bark mulch (depth per details).
4. All shrub and tree beds shall receive minimum 12" depth topsoil and shredded bark mulch (depth per details).
5. 4" depth topsoil and Seed Mix Type A any and all disturbed areas.
6. Where building add alternates are accepted and change the building layout shown, plantings and planting bed locations shall be modified to accommodate final building construction. With add alternate acceptance, verify final planting locations with Owner's Representative. No topsoil and seed or plantings shall be placed under accepted and constructed building add alternates.



1 L101 Landscape Plan - Permit Set
SCALE: 1"=20'

RECEIVED
APR 27 2011
CITY OF HOMER
PLANNING/ZONING

RIM ARCHITECTS
ALASKA | NAPA, SONOMA, CALIFORNIA
645 G STREET, SUITE 400
ANCHORAGE, AK 99501
Phone: 907.258.2777
Fax: 907.258.5198
www.rimarchitects.com

Corvus Design
Landscape Architecture
Planning & Industrial Design
www.corvus-design.com

STATE OF ALASKA
40TH
Peter D. Biggs
Jan 27, 2011
No. 10121
REGISTERED LANDSCAPE ARCHITECT

CONFORMED SET

UAA - KACHEMAK BAY CAMPUS
CLASSROOM BUILDING
533 EAST PIONEER AVE. HOMER, AK 99603

UNIVERSITY OF ALASKA

Landscape Plan - Permit Set

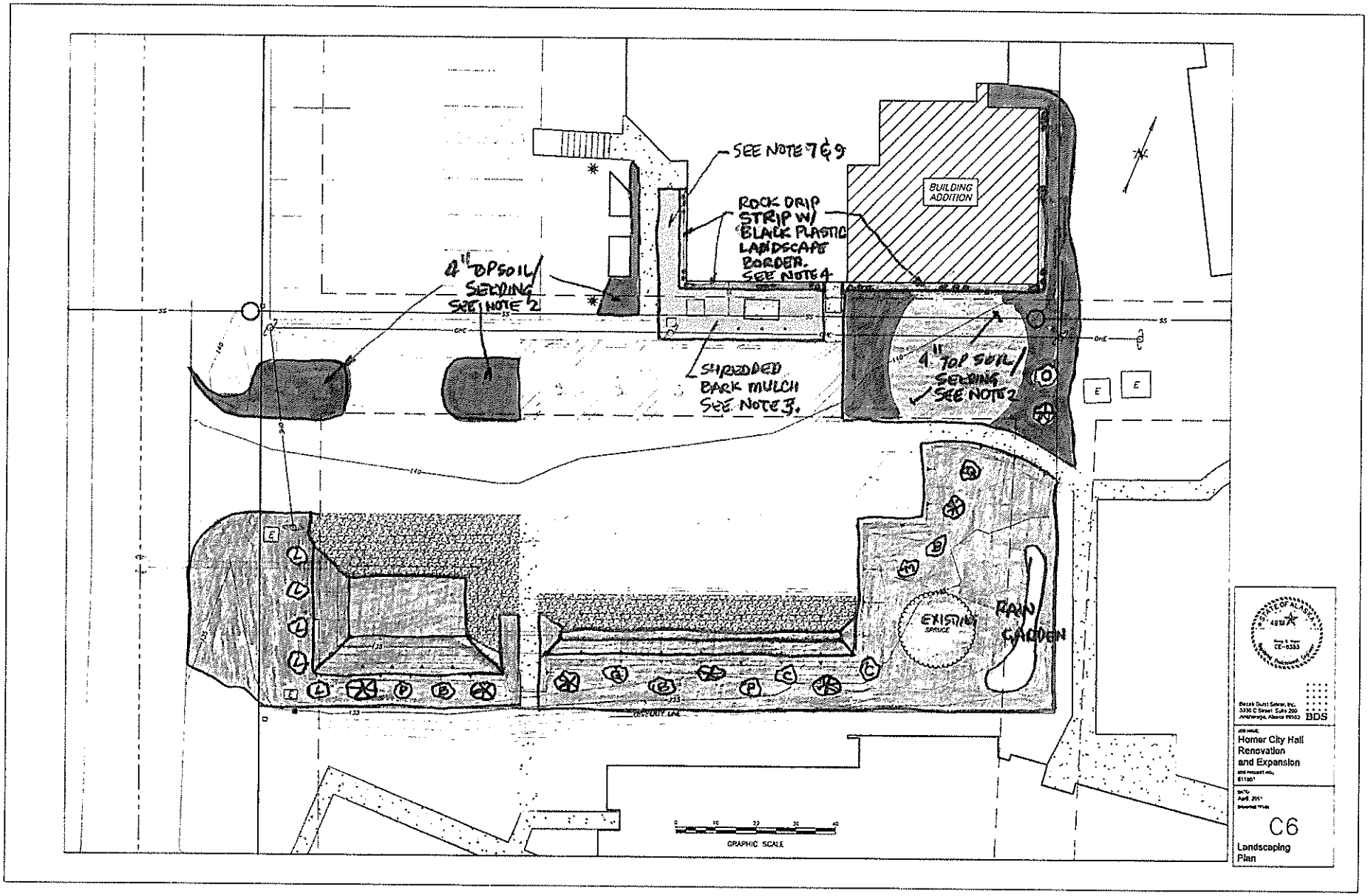
PROJECT TITLE:
OWNER:
SHEET TITLE:

MARK	DATE	DESCRIPTION

DATE : 01/26/11 rev
PROJECT NO : 564275 (08)
DRAWN BY : HR
CHECKED BY : PB
COPYRIGHT :

SHEET DESCRIPTION:
Landscape Plan - Permit

DWG NO:
L101


SEE NOTE 7 & 9
ROCK DRIP STRIP W/ BLACK PLASTIC LANDSCAPE BORDER. SEE NOTE 4
BUILDING ADDITION
4" TOPSOIL/ SEEDING SEE NOTE 2
SHREDDED BARK MULCH SEE NOTE 3.
4" TOP SOIL/ SEEDING SEE NOTE 2
EXISTING SPRUCE
RAIN GARDEN
PROPERTY LINE
GRAPHIC SCALE
STATE OF ALASKA
CE-6333
BDS
Homer City Hall Renovation and Expansion
C6
Landscaping Plan

TREES

SYMB	TYPE	#	REMARKS
L	LILAC	5	4'-5' HT.
S	BLUE SPRUCE	7	7'-8' HT.
Q	QUAKING ASPEN	2	10'-12' HT (SINGLE STEM)
B	BIRCH (GOLDEN)	3	10'-12' HT (SINGLE STEM)
M	MOUNTAIN ASH (TALL)	1	10'-12' HT
O	MOCK ORANGE	1	5'-6' HT
P	PRUNUS	2	7'-8' HT (SINGLE STEM)
C	CHOICE CHERRY	2	7'-8' HT (SINGLE STEM)

GENERAL LANDSCAPING NOTES

1. PLANT TREES PER ACCEPTED HORTICULTURAL STANDARDS.
2. ALL DISTURBED OR NEW GRASS AREA SHALL RECEIVE 4" OF TOPSOIL AND SEEDING.
3. SHREDDED BARK MULCH AREAS SHALL BE 3" THICK.
4. ROCK IN BLDG PERIMETER DRIP STRIP SHALL BE UNDERLAYED WITH 16-20 MIL PLASTIC. ROCK THICKNESS = 6".
5. ALL TREES SHALL BE PROVIDED WITH A 4'-5' DIAMETER SHREDDED BARK MULCH GROUND COVER (4" THICK) AND CIRCULAR BLACK PLASTIC LANDSCAPE BORDER.
6. OWNER'S REPRESENTATIVE SHALL APPROVE LOCATION OF ALL TREES PRIOR TO INSTALLATION.
7. CUT EXISTING SHRUBS IN PROPOSED ROCK DRIP STRIP TO 18" HIGH, INCORPORATE INTO SITE LANDSCAPING.
8. CITY WILL PROVIDE AND INSTALL METAL STAKING AND WELDED WIRE FABRIC MOOSE PROTECTION AFTER TREE INSTALL.
9. EXISTING DAFFODILS AND SHRUBS IN PROPOSED SHREDDED BARK MULCH AREAS SHALL BE PROTECTED AND INCORPORATED INTO LANDSCAPING.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I

491 E. Pioneer Avenue
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MEMORANDUM

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: AUGUST 18, 2011

RE: **DISCUSSION AND RECOMMENDATION DRAFT REQUEST FOR PROPOSAL DOCUMENT AND ADVERTISEMENT**

Background

In review of previous advertisements issued by the Public Arts Committee and various City projects plus additional research completed on what other municipalities have issued and included in similar projects. I have created the draft advertisement and request for proposal documents that follow for the committee's review and input.

All documents follow a standard format; all dates are subject to change as required and needed.

The RFP Scoring Form can include all questions or only a few questions. I included all questions in the draft and based the scoring on a 100 point system with the intent that the proposers scoring closest to 100 be the choice. In the event of several top selections I recommend anticipating another meeting date at which time interviews/presentations will be held with the top proposer's to narrow down the committee's recommendation.

All selections will be based on the price in the received proposals. There may be three top selections and all are within the allocated budget allowing all three to be recommended to Council for award.

The time schedule was based on expediency allowing for installation in the Spring and the selected proposer(s) to produce the work of art over the winter season.

Recommendation
Discuss and recommend any changes to be made to the following documents, time schedule or process.

Request for Proposals
Incorporation of Art into the Newly Renovated and Expanded
City Hall Complex

Proposals to provide art or to incorporate art into the newly renovated and expanded City Hall Complex 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, October 27, 2011***. On ***Thursday, September 22, 2011***, the Request for Proposal containing information regarding proposal format and evaluation criteria will be available at the above address or electronic mail.

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 the 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 September, 2011

CITY OF HOMER

_____
Walt Wrede, City Manager

Advertisement:
Homer News
Homer Tribune
Alaska State Council on the Arts
Clarion
Anchorage Daily News

Fiscal Note: ___-___ -5227

REQUEST FOR PROPOSAL
By the City of Homer, Alaska

INCORPORATING ART IN THE NEWLY RENOVATED AND EXPANDED CITY HALL COMPLEX

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 the newly renovated and expanded City Hall Complex. Proposals will be received at the City Clerk's Office, City Hall until **4:30 p.m., Thursday, October 27, 2011.** 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

THE CHALLENGE: The City is currently in the process of building a new 4000 square foot addition that will house the Administration offices and Planning Department along with storage facilities for each of those departments, overall general building storage and additional storage space for the City Clerk's Office. There will be renovations done in the existing building to include redesign and allocation of public meeting and conference rooms along with restroom facilities that can be accessed independently from the general offices of City personnel; there will be new waiting areas for the Administration, Finance and Planning Departments. The City has made incorporation of art in municipal buildings a priority and has dedicated $15,000.00 for the incorporation of art into this project.

OPPORTUNITY: To create a public building that will not only serve the essential functions of City government but will also serve as one of the central public meeting areas for the community. City Hall already demonstrates their 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.

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 September 19, 2011
Week of September 26, 2011
October 2, 2011 (Clarion or Anchorage papers)

Deadline for Submittal of Proposals:
October 27, 2011

Proposals Submitted to Selection Committee:
October 28, 2011

Proposals Reviews and Comments Returned to Staff:
November 4, 2011

Selection Committee Meeting for Review and Selection:
November 9, 2011

Finalists Interviews if Required:
November 21, 2011 or no later than December 5, 2011

Recommendation to City Council:
November 22, 2011 or no later than December 6, 2011

Award by Council:
November 28, 2011 or December 12, 2011

Project Installation and Building Open House:
April 2012

II. SCOPE OF SERVICES

The Selection Committee will consider, but is not limited to, one or more of the following sites for placement of works of art. Artists are encouraged to submit one or more concept or proposals for the project.

Building Exterior Areas:
Entryways
Exterior Walls
Central Green Space between the City Complex and College Buildings
Open Area in front of new Planning Department Offices

Building Interior Areas:
Entryways to New Administration Department and Planning Department
Public Reception and Waiting Area Upstairs for Administration and Finance

Public Reception and Waiting Area Downstairs for New Planning Department
New Public Meeting and Conference Rooms

The amount of the commission will be up to $15,000 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 original, completed proposals in an envelope marked as follows: CITY HALL COMPLEX ART 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, October 27, 2011.** Proposals received after this date or time will not be accepted.

d. Direct questions regarding this proposal to Renee Krause, Deputy City Clerk I, City Clerk's Office, City of Homer, 907-235-8121, ext.2224 or 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 or 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 by the Art Selection Committee. The Art Selection Committee will be able to pick up copies of the proposals received and the Scoring Sheets no later than Friday, October 28, 2011 for their review and scoring. All comments and scoring sheets are to be returned to staff no later than the following Friday, November 4, 2011, at 4:00 p.m. A meeting will be scheduled within month of November for a target date of Council award no later than Monday, December 12, 2011.

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 reviewed using any or all of the following, but is not limited to the following:

1. Proposal Requirements - All requirements outlined in the Request for Proposal 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 or willingness in collaboration or working within a team approach.
5. Proposers 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 interacts 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 contribute to a sense of civic pride?
22. Does the proposed involve the local community? Such as addresses, but is not limited to, aspects of the city's history and/or culture?
23. Is the proposed work of art recognizing the overall broad intent and objectives of the City of Homer Public Art Policy?

A. <u>SELECTION:</u>

The proposals chosen will be based on the overall top choices of the Art Selection Committee after scoring. 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 or schedules and budgets
- Flexibility/Open to ideas
- The proposed budget is realistic for the proposed work of art
- Presentation of the proposed concept/artwork

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

Staff will contact the Finalists and schedule appointments no later than 10 working days after the Art Selection Committee makes their choices.

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. The name(s) will not be available until the Thursday prior to the Council Meeting when the recommendation will be approved.

"Special Considerations for Art in Public Places"

Exhibit B

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.

RFP Scoring Form

1% for the Arts City Hall Complex Project

Criteria for the Selection of Artwork

Name of Reviewer: _____

Date Review Submitted:

Rating Scale Overall Rating based on 100 points.

Explanation	Points
None. Not addressed or response of no value	0
Fair. Limited applicability	10
Good. Somme applicability	20
Very Good. Substantial Applicability	30
Excellent. Total applicability	40

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
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					
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					

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I

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MEMORANDUM

TO: ART SELECTION COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: AUGUST 18, 2011

RE: **MEETING SCHEDULE**

Background

If there have been no changes to the suggested time schedule in the Request for Proposal documents the recommended meeting schedule is as follows:

November 9, 2011	Review and Discussion and Selection of Proposer(s)/Finalists
November 21, 2011	Interviews Conducted – Entire Committee

Recommendation
Discuss and recommend any changes to be made to the time schedule or process.