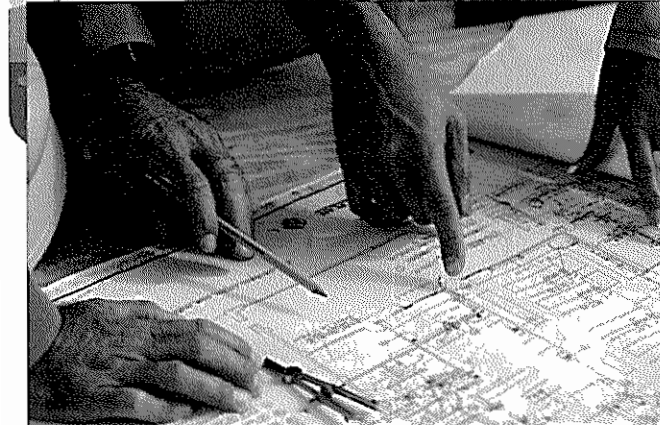
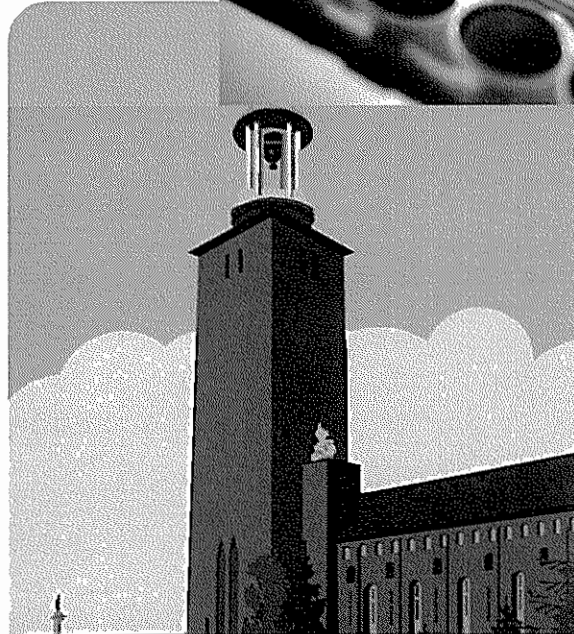
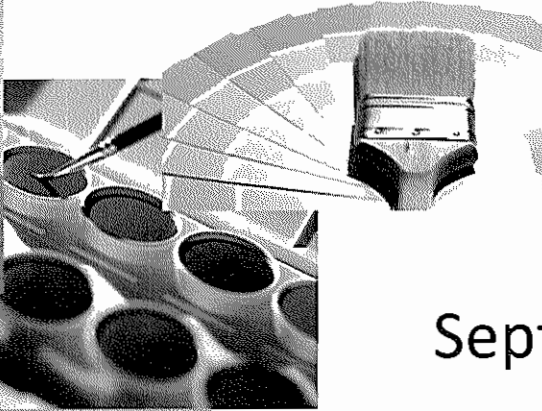


City Hall Renovation and Expansion Project 1% for the Arts Selection Committee



September 6, 2011
Tuesday
Regular Meeting
1:00 P.M.

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



**MEETING NOTICE
REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF THE MINUTES**
(Minutes are only approved during regular meetings.)
 - A. Regular Meeting Minutes for August 25, 2011 Page 5
- 4. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA**
- 5. RECONSIDERATION**
- 6. VISITORS**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/COMMISSION REPORTS**
- 8. PUBLIC HEARINGS**
- 5. PENDING BUSINESS**
 - A. Review and Recommend Approval of the Draft Request for Proposals Advertisement Page 13
 - B. Review and Recommend Approval of the Draft Request for Proposals Timeline Page 17
 - C. Establishing the Committee Meeting Schedule Page 21
 - D. Approval of the Revised Draft Request for Proposals Page 23
 - E. Review and Recommend Approval of the Request for Proposal Scoring Sheet Page 39
- 10. NEW BUSINESS**
- 11. INFORMATIONAL MATERIALS**
 - A. Homer Soil and Water Conservation District – Making Gardens to Hold Rain!? Page 45
- 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.

Session 11-01 A Regular Meeting of the 1% for the Arts Art Selection Committee was called to order at 1:05 pm on August 25, 2011 by Chair Michele Miller at City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: TODD STEINER, STEINER'S NORTH STAR CONSTRUCTION, INC. AS DESIGN REPRESENTATIVE; ANN MARIE HOLEN, SPECIAL PROJECTS COORDINATOR AS BUILDING DIRECTOR'S DESIGNATED REPRESENTATIVE; RICK ABBOD, CITY PLANNER REPRESENTING THE DEPARTMENTS; MICHELE MILLER, PUBLIC ARTS COMMITTEE REPRESENTATIVE; BRIANNA ALLEN, ARTIST AT LARGE

STAFF: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
CAREY MEYER, PROJECT MANAGER AND DIRECTOR OF PUBLIC WORKS

Ms. Krause stated that a standard practice of the Clerk's Office is to request the first applicant for a new committee to act as chair until one is elected. Ms. Krause informed Ms. Miller that she was the first applicant for the committee and inquired if she would be acting chair to open the meeting. Ms. Miller accepted and called the meeting to order.

APPROVAL OF THE AGENDA

Acting Chair Miller requested a motion to approve the agenda.

HOLEN/ALLEN – MOVED FOR APPROVAL OF THE AGENDA.

There was no discussion or comments.

The agenda was approved by consensus of the Task Force.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA *(3 Minute Time Limit)*

There were no comments or questions on items on the agenda.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

(Minutes are approved during regular meetings only)

There were no prior minutes for approval.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

(Chair set time limit not to exceed 5 minutes)

There was no staff reports included for this meeting.

PUBLIC HEARING *(3 minute time limit)*

There were no items for public hearing scheduled.

PENDING BUSINESS

There were no pending business items.

NEW BUSINESS

A. Election of a Chair and Vice Chair

Acting Chair Ms. Miller opened the floor for nominations for chair.

Ms. Holen nominated Michele Miller. This was seconded by Mr. Steiner.

There were no further nominations. The floor was closed for nominations.

Ms. Miller was unanimously voted for Chair of the Committee.

Chair Miller thanked the Committee and commented she likes running meetings.

Chair Miller opened the floor for nominations of Vice Chair.

Mr. Steiner nominated Ms. Allen for Vice Chair. Ms. Holen seconded the nomination.

Chair Miller closed floor for nominations.

The vote was unanimous electing Ms. Allen as Vice Chair. Ms. Allen thanked the members of the committee.

There was no further discussion.

Mr. Abboud arrived at the meeting at 11:11 p.m.

B. Requirements of the 1% for the Arts Program, Review and Discussion

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.

Chair Miller stated she did not review the materials in the packet and requested a synopsis from staff regarding the content or recommendation on what they should review and focus on right now. Staff recommended that the Committee review the enclosed materials but should focus on the duties of the Committee.

Chair Miller noted that the duties were on page 11 in the packet and that all process was to be handled confidentially. She further stated that the committee members should review the entire packet.

C. Establishing the Project Budget, Memorandum dated August 18, 2011

1. Excerpt from Contract Awarded to Steiner's North Star Construction, Inc.

Chair Miller confirmed with staff that the budget established is \$15,000.00 at this time.

D. Discussion and Recommendation for Placement of Art

1. Project Site Drawings

Chair Miller noted that there were previous recommendations for location and requested some clarification. Staff reported that at previous meetings the Public Arts Committee supported an outdoor piece and that the City Hall Renovation and Expansion Task Force additionally supported an outdoor art piece also.

Mr. Abboud commented on a proposed rain garden to be located in the area between the City Hall and the College. He offered a preference for a piece that could be used to sit take a break; offer a person the ability to reflect and view the surroundings, etc. He has a preference for a usable piece. He believes it was to be used as an example for the community. He would like to see something functional.

Chair Miller asked for clarification on what is a rain garden?

Mr. Steiner noted the location of the proposed rain garden is located on page 33 of the packet and that he was a bit unclear what the purpose of a rain garden was for and expressed confidence in Mr. Meyer being able to offer an explanation.

Mr. Meyer gave a description of what he believed the purpose and description of a rain garden was intended for and that the Soil and Water Conservation Society had received a grant; he confirmed that it was to be attractive not just functional. He did not have the specific grant information. It may be nice to have some benches around the location acting as a type of "pocket park". He noted that the Soil and Water Conservation Society wanted this to act as an exhibition/educational feature so the public can be aware that an effective and attractive alternative was available to deal with storm runoff.

Ms. Holen inquired if the proposed drawing should be included in the request for proposals. Discussion between the committee members concluded that they did not want to specifically choose this location but to possibly offer it as a location for public art. Mr. Abboud elaborated on his recommendation for the location as it would be a great location that would offer after hours use accessible to the college and general public too. Chair Miller stated if the Committee decided to include this area it could be included. Mr. Steiner commented that the area is already considered part of the college they are even mowing it currently. Mr. Meyer noted that it was a tight project and there is not a lot of open space on this job site. Mr. Steiner noted that there will be a new reception area available for interior art that should be considered.

Ms. Holen proposed the following language on page 39 Section II. Scope of Services, strike but is not limited to, and insert "other sites not listed may also be considered" before last sentence. She recommended clarification for the Central Green Space being notated as the "Rain Garden Area". Ms. Holen stated that she did not want to limit the areas and whether it is inside or outside.

Mr. Meyer noted that since this is after the design phase and they are currently in the construction phase it may be difficult to include a proposed artwork in the building structure at this stage. He commented that it was not unusual to hold a meeting where proposers may walk the site and have a question and answer period. He further responded that if an outdoor selection is made then there is no time limit but if an indoor piece that requires incorporation into the structure itself there is a very, very limited window of time. He elaborated that as long as the indoor piece is hanging on a wall there is time. He provided examples and noted that when it is the design phase the construction budget can accommodate some of the costs of the artwork.

Chair Miller informed the committee of past experiences working on the art committees in Anchorage and stated that while on both committees, one she was chair of, they selected the location. They decided on the locations to expedite the process. It would be up to this committee to decide on whether they want a lengthy or shorter process. Mr. Meyer informed the committee on the process performed for the Library artwork. Chair Miller inquired what was being asked of the proposer. Mr. Steiner recited the information from page 41. Ms. Miller commented that she would prefer new art specific to this building and site. According to the presented RFP template they could make a decision from the submitted proposals.

Mr. Steiner commented that if they leave it open as recommended by Ms. Holen then the committee has the opportunity to view all and quickly narrow it down to the top choices.

Chair Miller agreed with the open RFP but felt that it would be a longer time period because you had to allow the artists to visit every potential site to determine what they may propose. If a location is chosen then they only have to see one.

Mr. Meyer explained the process with the public library project. Ms. Holen noted that if three areas are offered then they may receive proposals that do not take up the whole \$15,000. Chair Miller disagreed stating they will have no problem spending the whole amount on one proposal. Mr. Steiner noted that there were limited sites to choose from for outside locations since the majority was parking lot. There would be four or five areas at most.

Chair Miller asked what the other suggested sites from the building committee or the architect. Mr. Abboud stated that the lobby areas, front of the building, rain garden area. A brief discussion on a proposal on a piece of furniture can be considered art and the council chambers should be considered since it is a public room. Mr. Steiner suggested he could go to his office and get a civil drawing and they could visit the site for possible locations.

Chair Miller recessed the meeting at 1:40 p.m. The meeting was reconvened at 1:54 p.m.

Chair Miller noted that the committee walked through the site and noted four possible locations and would like to include those locations in the request for proposal. Mr. Steiner commented that a drawing highlighting the locations could be provided to include in the request for proposal documents.

HOLEN/ABBOUD-MOVED THAT THE REQUEST FOR PROPOSAL INCLUDE AT LEAST TWO DRAWINGS HIGHLIGHTING THE FOUR AREAS AS MOST LIKELY SITES FOR PUBLIC ART.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Miller inquired how these locations would be described in the request for proposal. Mr. Steiner responded that it was recommended to hold a site visit for the proposers and this can be included in the request for proposal. Ms. Allen agreed that it would be very beneficial. Chair Miller inquired if there was any code against restricting it to local artists she provided an example of an interested artist from Fairbanks not being able to make the onsite visit. She wanted to flesh out the request for proposal as much as possible to be able to provide a visual and a description so that those who could not attend a site visit would have as much information as if attending a site visit so all proposers were on the same level.

There was a brief discussion on limiting the judging on the content of the proposals not whether they were from Homer or not. Mr. Meyer explained that if equal proposals were received one from New York and one from a local artist it can be assumed that the local artist would be chosen. He explained that the City has a Bidders Preference and that relates to paying up to 5% more for a service from a local preference to keep business here in Homer. He was not sure that this could be applied to this particular request for proposal.

Chair Miller stated that they should make a motion for the request for proposal to give staff the language to draft it. The template request for proposal was good but should contain the language that Ms. Holen recommended and that the locations the Committee agreed on should be listed. Mr. Steiner inquired about the four sites just to clarify. Chair Miller noted that the location of the rain garden, south of the spruce tree in front of the college, the green space just south of the new wall of the new building; the area on the north side of the spruce tree to the left of the sidewalk; the area over the culvert; the area where the existing ADA ramp is; the entryway into the new building; the new meeting space; the entrance to the downstairs lobby and lobby area. Mr. Meyer suggested that the building and site drawings be included with the areas identified and it noted that it is not limited to these areas.

Further discussion on clarity of recommended locations and if it should be limited at all, just indicate the obvious locations on the site and that it is open to all suggestions.

HOLEN/ABBOUD - MOVED TO AMEND THE PREVIOUS MOTION STRIKING "FOUR SITES" AND INSTEAD INDICATING SUGGESTED LOCATIONS.

Mr. Steiner clarified that to aid staff in drafting the request for proposal document to notate that drawings will be provided with the suggested locations both interior and exterior and proposers are welcome to include alternate locations if they choose to do so.

Chair asked the maker of the motion if she would accept this as a friendly amendment. The friendly amendment was accepted by the maker of the motion and second.

MOVED TO AMEND THE PREVIOUS MOTION BY STRIKING THE LANGUAGE "AT LEAST TWO DRAWINGS HIGHLIGHTING THE FOUR AREAS AS MOST LIKELY SITES FOR PUBLIC ART"

THE AMENDED MOTION READ:

HOLEN/ABBOUD-MOVED THAT THE PROPOSERS WILL BE PROVIDED WITH DRAWINGS INDICATING THE SUGGESTED LOCATIONS BOTH INTERIOR AND EXTERIOR AND PROPOSERS ARE WELCOME TO INCLUDE ALTERNATE LOCATIONS IF THEY CHOOSE TO DO SO.

There was no discussion.

The amended motion was approved by consensus of the committee.

- E. Review, Discussion and Recommendation on Draft Request for Proposal Documents
 - 1. Draft Advertisement
 - 2. Draft Request for Proposal
 - 3. Draft RFP Scoring Form

Chair inquired if staff needed additional direction to draft the request for proposal. Staff responded that as long as the time schedule and the remaining information such as the scoring form and questions were approved there was nothing further required.

Mr. Abboud requested clarification on how the scoring was executed. Chair Miller inquired what sources were used for the scoring form.

Staff explained that the list of questions shown on pages 42 and 43 of the packet as criteria the proposals received could be reviewed with and the questions on the scoring form were the same for draft purposes. This information was gathered from a variety of sources. Staff stated it was up to the committee to determine whether they wanted to include all, some or none of the information provided in the draft request for proposal. Staff agreed that some questions said the same thing but were worded differently.

Mr. Steiner was concerned that if the scoring sheet was included in the documents then proposers would be getting hung up on the points they would be getting. He believed that there was a parameter being set and did not feel it was necessary for the score sheet to be distributed to the proposers.

Chair Miller interjected her opinion that she approved of including the guidelines in the documents but agreed the scoring sheet did not need to be included and in fact the committee could come up with their own scoring sheet and it did not have to be done today, but that it could be a simplified scoring sheet; unless the draft was called for she believed the evaluation guidelines explained to the artists what they were looking for.

Ms. Holen commented that the point Mr. Steiner was making was well taken that the scoring exercise was unnecessary and that her experience with scoring sheets most people know what they want so they would score high the proposals they wanted. She noted some questions were valid such as durable, vandalism issues, etc. Mr. Abboud agreed.

Chair Miller stated that scoring sheets served a purpose and was a good method to note a reviewers comments, impressions, etc., about individual proposals received. However, if they only received a couple of proposals then a scoring sheet may not be needed.

Mr. Steiner inquired if it was staff's intent to send out the scoring sheet with the request for proposal. Staff responded that it was a separate document and it was up to the committee if they wanted the scoring sheet included. Staff's intent was to provide a document similar to what had been provided on previous request for proposals for the benefit of the committee.

Mr. Steiner liked the idea of including the evaluation questions and wanted to separate the two issues. It was again noted on separate occasions that the questions were the same in the evaluation criteria and scoring sheet.

STEINER/ABBOUD – MOVED TO INCLUDE THE QUESTIONS ON PAGES 42 AND 43 OF THE PACKET IN THE REQUEST FOR PROPOSAL UNDER EVALUATION CRITERIA FOR THE ARTIST TO USE IN PREPARATION OF THEIR PROPOSAL BUT NOT REPRESENTED AS A SCORING SHEET IN THE PROPOSAL DOCUMENTS.

There was a brief discussion on the inclusion of the questions under the evaluation criteria and removal of the Scoring Sheet from the proposal documents. Staff further explained that the scoring was based on a system of points. Staff used 100 points total in the draft; the proposer(s) would be selected or narrowed by who got the most points. A sampling of the valuation of the points was shown at the top of the form. Staff provided an example such as if they felt the proposal they were reviewing had not addressed the criteria then a point value

of zero would be given and if the proposal being reviewed provided substantial applicability then they could award 30 points. It was noted that each reviewer would be inexplicably adding in their preference for the proposals when reviewing. That was unavoidable, it is human nature. She explained that the scoring form was used on past proposals. The questions on the scoring sheet and in the evaluation criteria were the same as it was up to the committee on what to include in each section. It is submitted as suggestions and recommendation of what was done previously by the City. Staff stressed that it is up to the committee what questions to use.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Miller directed the committee to the anticipated project dates or timeline schedule as proposed. She noted the dates under advertisement and with the newspapers noted in parentheses. She commented that she was not aware of what the budget was for advertising and if news media was the only avenue or if radio was used too.

Mr. Abboud commented on the type of advertising the Planning Commission does by notices in the paper, KBBI and through the kiosks. The arts community and state has an email tree, it was noted that the Homer Council on the Arts has a newsletter. Chair Miller requested confirmation on advertisement methods from staff.

Staff responded that they normally advertise for two successive weeks in a local paper and then once in either the Clarion or Anchorage paper. They will also note the due date of the request for proposals on the weekly Clerk's radio report. It was determined that it could be advertised via the email tree and blog and a local newspaper. Staff can distribute the emails if the Chair will forward that information.

Chair Miller then requested the Committee to review the remaining timeline. She noted that this went hand in hand with the meeting schedule and did not feel that it could be met. She was concerned that they could accomplish everything involved in 1-1.5 hours twice a month. She was unable to expend an hour and a half in the middle of the day with her work schedule. She stated that the committee really needs to think about this. Ms. Holen asked for what reason would they have to hold the next meeting.

Ms. Allen would like the time to fully read the information from end to end and then come back to hash out what they need to do and after the next meeting they would have a better sense of direction. This was a lot to take in at once.

Discussion ensued on whether they should schedule another meeting allowing committee members time to read all the information contained in the packet and assimilate the proposed timeline into their own personal schedules.

ALLEN/HOLEN - MOVED TO SCHEDULE ADDITIONAL MEETING PRIOR TO THE PROPOSED NOVEMBER 9, 2011 MEETING.

Discussion on the dates to schedule the next meeting and the possibility of postponing the whole process as outlined in the draft timeline. It was agreed that September 6, 2011 at 1:00 p.m. Tuesday would work for everyone.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mr. Steiner stated that the two sheets will be provided at the next meeting so that can be hashed out and completed at that meeting. Ms. Allen suggested that they think about including photos in the request for proposal on the proposed or suggested locations. Mr. Abboud recommended discussing this with staff regarding possible copy issues such as clarity of the photos.

F. Discuss and Establish a Meeting Schedule

Mr. Abboud commented that they have been already talking about that in a sense. He expounded on the abilities of staff to produce a meeting schedule in accordance to the advertising requirements.

ABBOUD/ALLEN - MOVED TO POSTPONE THE MEETING SCHEDULE TO THE NEXT MEETING.

There was a brief discussion on postponing setting the meeting schedule to the next meeting.

VOTE. YES. NON-OBJECTION UNANIMOUS. CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

There were no informational materials in the packet.

COMMENTS OF THE AUDIENCE

There were no audience members present.

COMMENTS OF THE CITY STAFF

There were no comments from city staff.

COMMENTS OF THE CHAIR

None.

COMMENTS OF THE COMMITTEE

None.

ADJOURN

There being no further business before the Art Selection Committee Chair Miller adjourned the meeting at 2:30 p.m. The next Regular Meeting will on Tuesday September 6, 2011 at 1:00 p.m. at City Hall, Cowles Council Chambers, 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

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: SEPTEMBER 1, 2011
RE: APPROVAL OF THE DRAFT REQUEST FOR PROPOSAL ADVERTISEMENT

Background

Following is the advertisement that will be published in a local paper, either the Tribune or the Homer News; the Clerk's Weekly Radio Report on KBBI the week the proposals are due; on the City Website; and through an email tree and blog provided by Chair Miller.

Recommendation

Approve the proposed advertisement.

**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 29, 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

Fiscal Note: ____ - ____ -5227

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: SEPTEMBER 1, 2011
RE: APPROVAL OF THE DRAFT TIMELINE FOR REQUEST FOR PROPOSALS

Background

Following is the draft Timeline for the Request for Proposals process. Please review and approve as presented or adjust as needed.

Chair Miller to provide staff with the correct information regarding Blog and Email Tree mentioned during the August 25, 2011 meeting.

These dates will be reflected in the revised draft Request for Proposals if any changes are made at this time.

Recommendation

Review and approve the timeline as presented.

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 22, 2011

Week of September 26, 2011

(Email Tree for the State Council on the Arts? Chair Miller to confirm source and provide information to staff)

(Artist Blog with the Anchorage Daily News? Chair Miller to confirm source and provide information to staff)

Deadline for Submittal of Proposals:

October 27, 2011

Proposals Submitted to Selection Committee:

October 28, 2011

Proposals Reviewed 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

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: SEPTEMBER 1, 2011
RE: ESTABLISHING THE COMMITTEE MEETING SCHEDULE

Background

During the August 25, 2011 meeting the Committee agreed by consensus to postpone this item to allow all committee members to assess personal schedules compared to the proposed timeline.

Since the draft request for proposal was not approved at the last meeting the dates will require adjustment by two weeks to allow for proper advertisement according to established policies.

Selection Committee Meeting for Review, Discussion and Selection
November 16, 2011

Finalists Interviews (if Required)

Week of November 28, 2011 and concluded no later than December 5, 2011

This schedule still permits the artist to create the selected work(s) of art over the winter season and be installed in the building or on the site in the Spring.

Recommendation

Approve the proposed meeting schedule as outlined above.

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: SEPTEMBER 1, 2011
RE: APPROVAL OF THE DRAFT REQUEST FOR PROPOSAL

Background

Following is the revised draft Request for Proposals document containing all corrections and revisions requested by the committee during the August 25, 2011 meeting.

Recommendation

Review and approve the Request for Proposal and direct staff to proceed with proposal process.

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 to the existing City Hall 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. 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 City Hall and elsewhere.

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 22, 2011

Week of September 26, 2011

(Email Tree for the State Council on the Arts? Chair Miller to confirm source and provide information to staff)

(Artist Blog with the Anchorage Daily News? Chair Miller to confirm source and provide information to staff)

Deadline for Submittal of Proposals:

October 27, 2011

Proposals Submitted to Selection Committee:

October 28, 2011

Proposals Reviewed 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, 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

Central Green Space between the City Complex and College Buildings (Rain Garden)

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

Downstairs Clerk's Lobby and Cowles Council Chambers

New Public Meeting and Conference Rooms

The amount of the commission(s) 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 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 by the Art Selection Committee. The Art Selection Committee will be able to pick up copies of the proposals received and the Scoring Sheets on Friday, October 28, 2011 for 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 the 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 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 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 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 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.

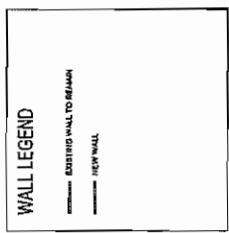
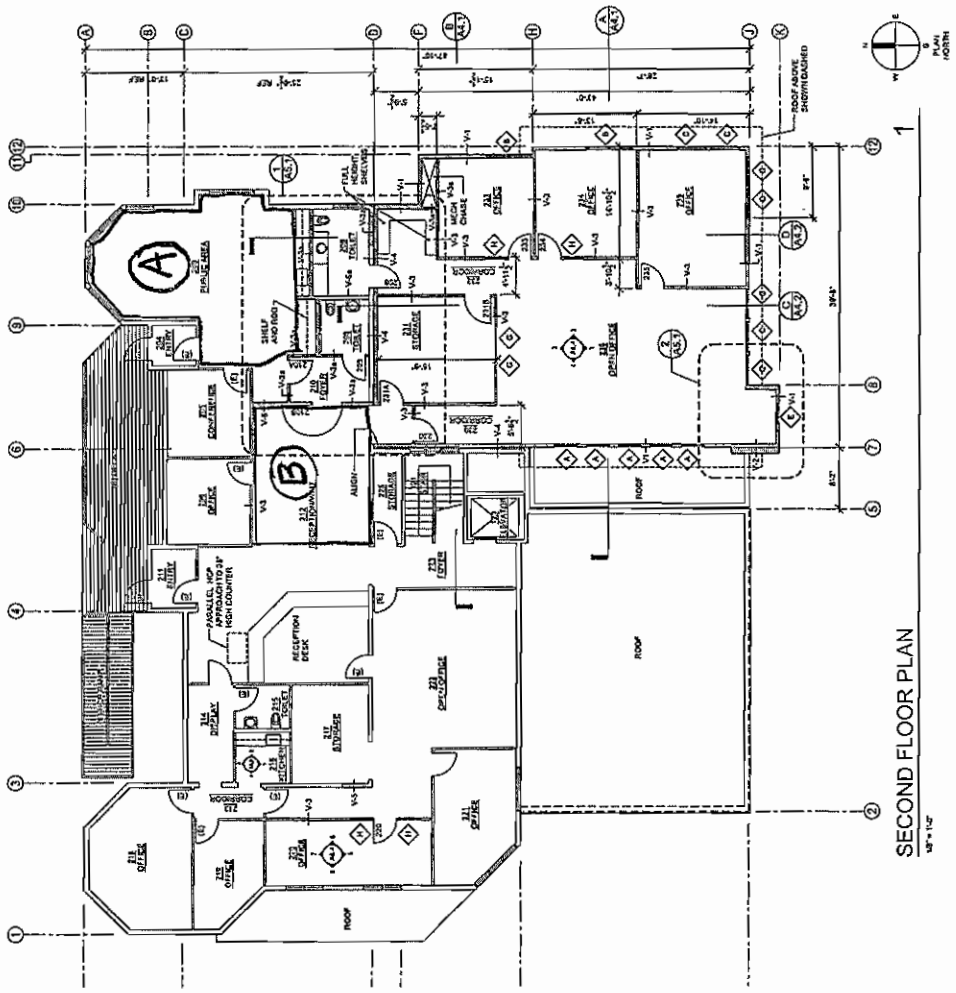
“Special Considerations for Art in Public Places”

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.



POTENTIAL
INTERIOR - SECOND FLOOR
ART LOCATIONS



BDS

2400 Cord Street, Ste. 200
Anchorage, Alaska 99503

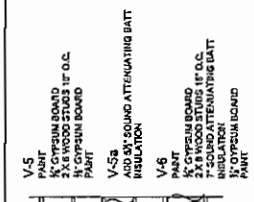
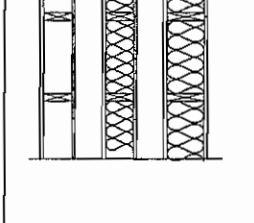
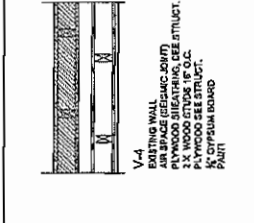
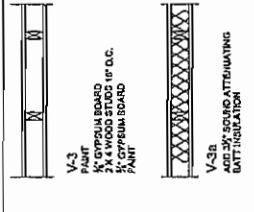
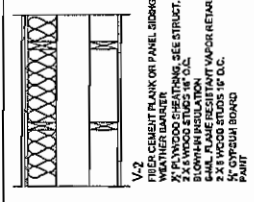
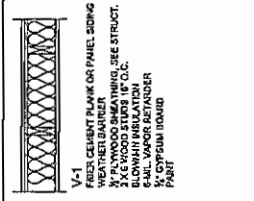
**Homer City Hall
Renovation
and Expansion**

601 PROJ. NO.: 01101
DATE: June 22, 2011
DRAWN BY: [Signature]

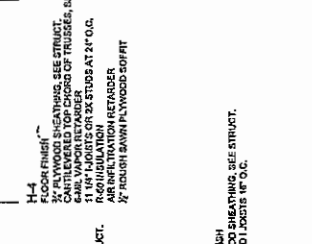
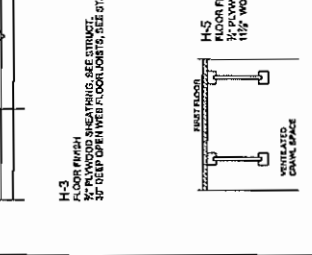
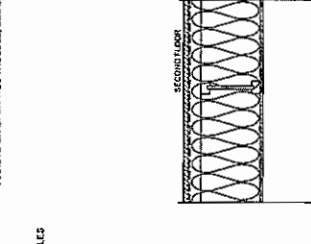
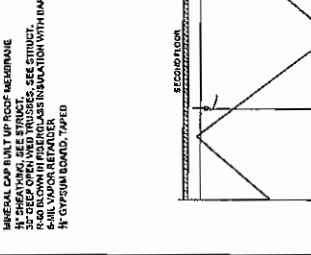
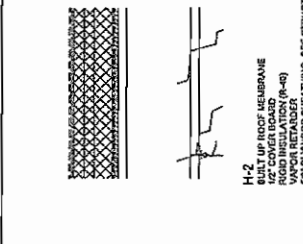
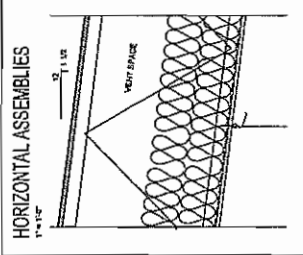
Frame 244

**SECOND FLOOR PLAN
A2.2**

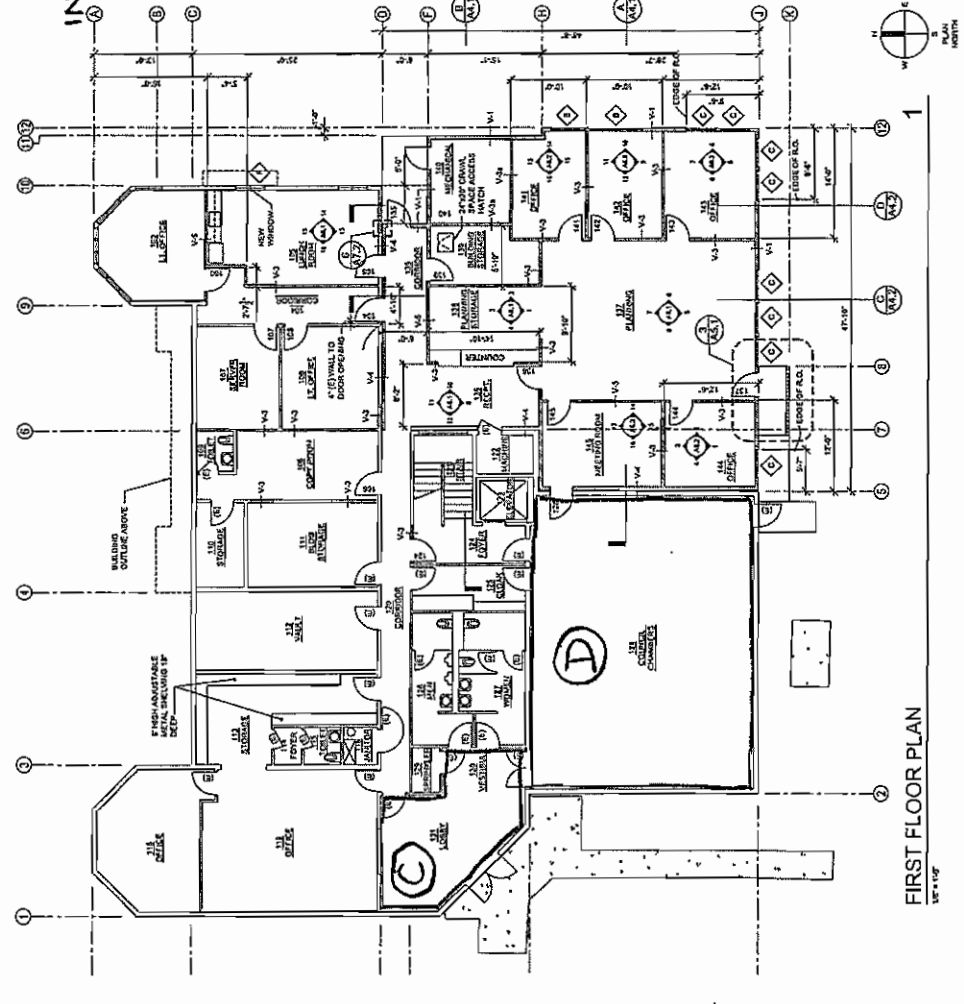
VERTICAL ASSEMBLIES
1" = 1'-0"



HORIZONTAL ASSEMBLIES
1" = 1'-0"



POTENTIAL INTERIOR-FIRST FLOOR APT LOCATIONS



FIRST FLOOR PLAN
1" = 1'-0"

WALL LEGEND

- EXISTING WALL TO REMAIN
- NEW WALL

BDS
Brett D. Smith, Inc.
2333 C. Drive, Suite 200
Anniston, Alabama 36810
Phone: 205-233-1111
Fax: 205-233-1112
www.bdsinc.com

Project Info:
Project No.: 2011-001
Date: 06/22/2011
Sheet No.: 1 of 1
Project Name: **Homer City Hall Renovation and Expansion**

FIRST FLOOR PLAN A2.1

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: SEPTEMBER 1, 2011
RE: APPROVAL OF THE DRAFT SCORING SHEET FOR THE REQUEST FOR PROPOSALS

Background

Following is the revised draft score sheet for the Request for Proposals. Please review and approve as presented or adjust as needed.

Please discuss and remove the criteria that the committee does not feel would be valuable in assessing the proposals received in response to the advertised Request for Proposals.

Recommendation

Review and recommend approval of the document.

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.

Point Value	Explanation
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

	proposer name	proposer name	proposer name	proposer name	proposer name
--	---------------	---------------	---------------	---------------	---------------

Criteria for the Evaluation of Submitted Proposals	proposer name	proposer name	proposer name	proposer name	proposer name
Concept of the Proposal					
Proposer interest in collaboration or willingness to work 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					

RFP Scoring Form

1% for the Arts City Hall Complex Project

Criteria for the Selection of Artwork

Name of Reviewer: _____

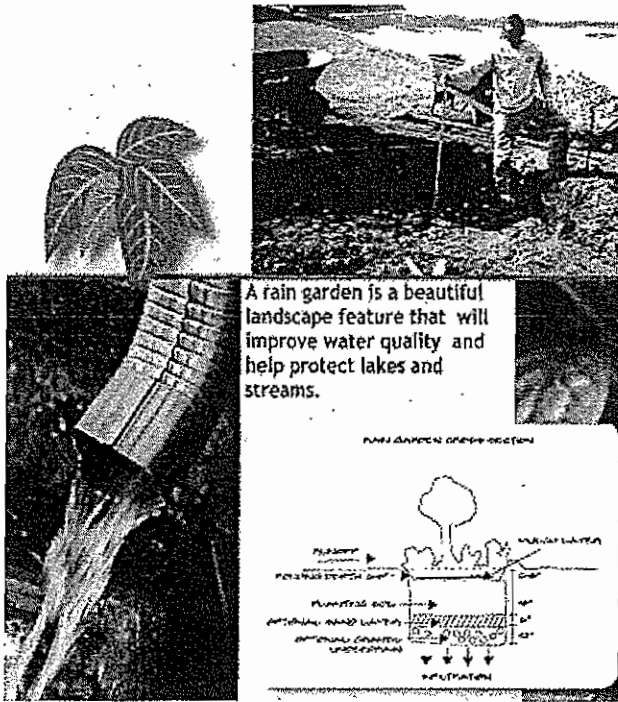
Date Review Submitted: _____

Rating Scale Overall Rating based on 100 points.

Point Value	Explanation
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	proposer name	proposer name	proposer name	proposer name	proposer name
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					

HOMER DISTRICT COST-SHARE PROGRAMS



A rain garden is a beautiful landscape feature that will improve water quality and help protect lakes and streams.

Making gardens to hold the rain?!

If you've ever watched water gurgling out of the downspout of a rain gutter, you have a sense of how much water runs off a roof during rainstorms or periods of snow melt. As much (or more) water runs off driveways, walkways, and other impervious or compacted areas (including many lawns). Much of this runoff carries pollutants, particularly from roads, driveways, and parking areas, but also from yards, work areas, and dog runs, to name a few other sources. This surface runoff—and whatever pollutants it carries—enters the city's storm ditches and drains, flows downhill in ever increasing amounts as multiple sources combine, and eventually empties into local wetlands, streams, lakes and ponds, and finally, into Kachemak Bay. Sometimes surface runoff exceeds the capacity of storm ditches and drains (and natural channels) and then—as happened

dramatically in fall 2002—flooding occurs.

It's clear that any actions that reduce surface runoff will also reduce the risks of flooding and the offsite transport of pollutants. If those actions promote movement of rainwater and snow melt into and through the soil, then they also help filter surface runoff, which improves water quality and contributes to the recharge of groundwater sources—which feed many local wells. So these kinds of actions save the city money and benefit the community and the environment, including local wildlife.

To help people take actions that reduce and filter surface runoff, the Homer Soil and Water Conservation District is working with the US Fish and Wildlife Service and the USDA Natural Resources Conservation Service to establish a "rain garden" program in Homer. The program would help people learn about rain gardens and how to create them, as well as providing some cost-sharing for landowners who establish rain gardens that meet certain criteria. The program would be modeled on the rain garden program in Anchorage, and some very useful materials are available on the Website: anchorageaingardens.com.

What, exactly, is a rain garden? A rain garden is a low area in your landscape—a depression—that's been designed and modified so it will receive, hold, and filter rainwater (and snowmelt) running off your roof, driveway, lawn, or other "impervious" surfaces.

In Anchorage, a rule of thumb for sizing a rain garden is that, in well-drained soils, the rain garden should be about 10 percent of the size of the area that's delivering runoff. So, for example, if your roof and driveway added up to 1500 sq ft., a rain garden designed to receive, hold, and filter their combined runoff should be about 150 sq ft, that is, 10 ft by 15 ft or 12¼ ft by 12¼ ft. In soils that drain more slowly, rain gardens should be closer to 20 percent of the area that contributes runoff. Recommended sizes for Homer rain gardens are likely to be larger than in Anchorage because Homer receives more precipitation and tends to have soils that drain relatively slowly. Tailoring rain garden design recommendations so that they better fit Peninsula conditions will be one of the tasks performed by the rain garden program planned by the District.

If you are interested in a establishing a rain garden at your home contact the Homer Soil and Water Conservation District @ 235-8177 ex 5

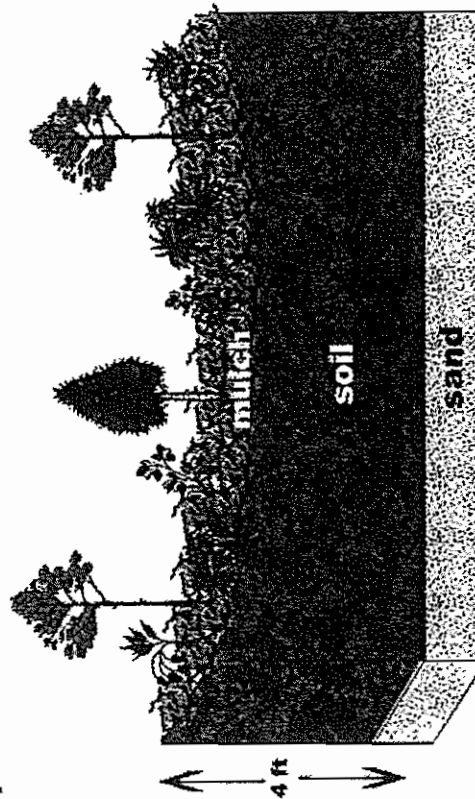
What is a Rain Garden?

- A rain garden is a depression in the landscape designed to catch and filter the water that runs off your roof, parking lot, and other impervious surfaces.
- Rain Gardens are designed to infiltrate and clean stormwater.
- Rain gardens contain native plants, such as shrubs, grasses, and wildflowers that help absorb and filter runoff. With roots that reach deeper into the soil, native plants promote infiltration better than a shallow root system and can handle the drought flood situation they have been planted in.
- Rain Gardens are attractive stormwater management technique

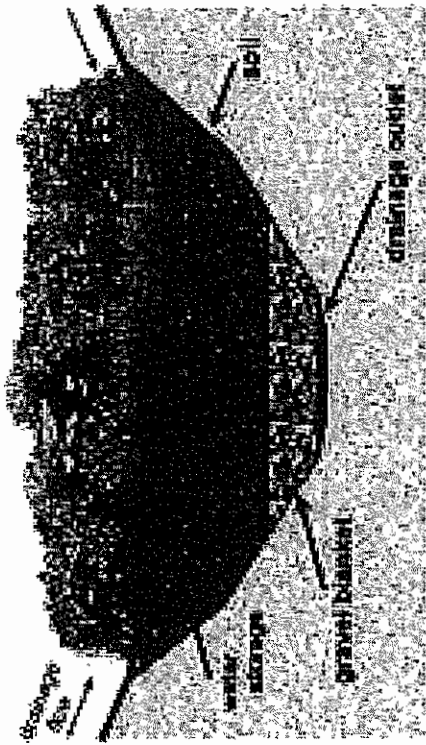


How Do Rain Gardens Work?

Stormwater is directed to the rain garden by a downspout, infiltration trench, swale, or simply by the slope of the land. The rain slowly filters through the layers of plants, mulch and soil. The top most layer of mulch absorbs water and helps to store water for the plants.



Cross-section of typical rain garden



The layer of loamy sand soil underneath is an ideal growing medium for plants, and allows the water to infiltrate and be purified. Stones or gravel can also be incorporated into a rain garden to promote higher infiltration.

What are the Benefits?

- Rain gardens are self-sustaining and require little maintenance once fully established. Hardy native plants and perennials return each year, out-compete weeds, and once established require little to no watering
- Recharge groundwater, rain gardens allow water to filter into the ground rather than running along the surface. Stormwater is used by plants, allowed to infiltrate, and cleaned by the plants.
- Rain gardens can provide native species habitat.
- Reduce stream flooding and storm drain overflow events
- Reduce pollution sedimentation in our waterways
- Decrease municipal costs to maintain the storm drain system. Less sediment in the storm drains means less time and resources spend maintaining and cleaning it out.

Maintenance of Rain Gardens

- As with all types of gardens, rain gardens require diligent tending and weeding in the initial stages, but gradually, as the garden grows and improves in health, maintenance will decrease.
- If stones are used, they may need to be replaced or cleaned of sediment if water begins to pool for too long (more than two days).

