

THE CITY OF MOORE

REQUEST FOR QUALIFICATIONS-
OLD TOWN PARK: ARTIST IN RESIDENCE

1900-06

Submissions Due: April 19, 2019



THE CITY OF MOORE

OLD TOWN PARK: ARTIST IN RESIDENCE OPPORTUNITY

The City of Moore seeks an artist for a residency at the Old Town Park opening spring 2020. The Artist in Residency creates a unique opportunity to incorporate artwork into our community, add a vibrancy to Old Town, and helps create a dynamic space in The Depot. Artist`s work can be displayed for sale in the seating area of The Depot`s Coffee & Juice Shop and other City buildings such as The Station Recreation Center, City Hall, etc. This opportunity will allow an Artist to explore their practice in our community, work in a unique environment, interact with visitors, and gain new experiences all around! This residency will last for 12 months from March 2, 2020 through February 28, 2021.

DEADLINE FOR RECEIPT IS 4:00PM APRIL 19, 2019



PROJECT BACKGROUND

The City of Moore purchased the property for Old Town Park approximately five years ago. The development of Old Town Park was made possible by a dedicated sales tax approved by voters in November 2016. Old Town Park will be approximately 2 acres in size.

The Park will be located in the historic Old Town District of Moore, Oklahoma by the Main Street and Broadway intersection. Old Town Park will be a public park that will include a Train depot. The Depot will house a coffee shop with 130 sq. ft. of kitchen space, 500 sq. ft. of seating space where art will be displayed, also an artist in residence space of approximately 240 Sq. Ft will be in another area of the depot. This location for the train depot lends itself to anchoring a town square type area. The public art will help determine the form of the rest of the space. A 12-foot standard trail will extend north and south across the site.

ELIGIBILITY

This opportunity is open to all practicing artists. Artists residing in and outside the Central Oklahoma area are encouraged and eligible to apply. Artists will agree to maintain an on-site presence of a minimum of 10 hours per week and limit studio hours between 8am- 8 pm. The Artist is to be in the work space every one Saturday a month for a minimum of 2 out of the 10 hours required. The schedule is negotiable, but must be agreed upon by both the Artist and the City of Moore and will be stated in the contract. Schedule Employees of the City of Moore are ineligible to apply.

Artists will be required to be present for three (3) City/Old Town events throughout the year. Required events are the Spring & Fall Craft Fair and Haunt Old Town. It is preferred and suggested that the artist participate in the July 4th event, Red Ribbon Parade, and the Old Town Christmas Celebration as well, but it is not required.

SELECTION PROCESS

The Artist in Residence will be selected through a competitive, tiered process.

After the submission entry deadline, candidate submissions will be screened by City Staff to ensure completeness of the submission and conformity to the standards outlined in this RFQ. Incomplete submissions will not be considered.

The Selection Committee will review and score complete submissions through a blind review, and then create a short list of two to five finalists. The Selection Committee will then gather for interviews of the finalists. The final selection will be announced after references are checked and finalists are notified.

SELECTION CRITERIA

Artists working in any visual arts media may apply. Artists must be highly organized and demonstrate an entrepreneurial spirit and the professional capacity to design, create, and install their artwork in the Depot's seating area, Maker's Space, and other City Buildings. Artists must also express their desire to interact with visitors to the facility and to maintain a visible and predictable presence on the site for a minimum of 10 hours per week. Success will be measured by the talent, engagement, and entrepreneurial nature of the Artist selected for the residency. The Artist selected must agree to the following:

- Exhibit a professional attitude in all public activities
- Present quality artwork for sale
- Adhere to a predictable schedule and be present for a minimum of 10 hours per week. 2 hours of the 10 required, the artist must be present one Saturday a month. Final schedule negotiable, but must be agreed upon by both the Artist and the City of Moore and will be stated in the contract
- Plan, one-hour minimum, engagement activities or public education and/or Present artwork at the following City of Moore and Old Town events listed below during the twelve-month period:
 - Arts & Crafts Marketplace at the Central Park Pavilion- Spring & Fall (9:00am- 3:00pm)- Required Event
 - Haunt Old Town- (4:00pm-7:00pm)- Required Event
 - July Fourth at Buck Thomas Park -Optional Event
 - Red Ribbon Parade in Old Town Moore-Optional Event
 - Old Town Christmas Celebration- Optional Event
- Partner with Moore Parks & Recreation by participating in programming (teaching and/or participating in an art class) at The Station Recreation Center.
- Cooperate with Partners to market and promote events and activities
- Actively work in the Residency or surrounding public space and engage with the public
- Seek to leverage additional compensated work with partners through phone calls, emails, meetings, and proposal
- Commission one piece of artwork during residency to leave behind for the City of Moore's collection

SCORE SHEET:

Submission Section	Comments	Score (1-5) 1-lowest 5-highest
Availability of Artist & Community Engagement		
<p>The Artist is able to adhere to a predictable schedule and have a presence of 10 hours per week (2 hrs. on the first Saturday of each month).</p> <p>Artist is willing to present public education about art or do engagement activities at the required and optional events.</p> <p>Required: Arts & Crafts Marketplace and Haunt Old Town</p> <p>Optional: Fourth of July and Red Ribbon Parade.</p> <p>Artist is willing to engage with visitors and public schools of The Depot.</p>		
Artist Approach		
<p>Submission includes the understanding of the Criteria. Art work can be produced in a timely manner to keep an active destination to visit.</p>		
Project Artist		
<p>Submission demonstrates that the Artist is highly organized and demonstrates an entrepreneurial spirit and the professional capacity to design, create, and install their artwork.</p>		
Past Experience		
<p>Submission includes specific projects that the Artist has completed that are similar in nature to present RFQ and also includes references with contacts and phone numbers.</p>		
Grand Total		

COMPENSATION

The Old Town Park Artist in Residence will receive:

- Free work space- 240 sq. ft. + maker space
- Stipend of \$550/month
- 10% of sales sold on City property (Old Town Park, City Hall, The Station Recreation Center, Etc.) will go to the City of Moore
- Designated Parking Spot
- Access to City of Moore City WIFI
- Background check and official badge for 8am-8pm access to the site
- Promotion through City video about the Artist in Residency Program
- Maintenance of outside grounds
- Trash dumpster
- Maintenance of building
- Utilities
- Utility Sink

HOW TO APPLY

Please send the following:

- Artist`s contact information. Include your name, business name (if applicable), mailing address, phone number, and email
- Letter of Interest. State why you would like to be an Artist in Residence
- Current Professional resume. Include current and recent employment, education, art shows, art awards, teaching experience
- Six (6) images of your artwork. Only digital images of completed work will be accepted. Images should not exceed 2MB in size (use image resolution not less than 72 ppi and not more than 200 ppi)
- Image ID Sheet (see attached Example)

***Any additional materials submitted other than the materials requested above will not be reviewed.**

Please mail submissions to the following:

Artist in Residence- City of Moore
Attn: Barbara Furgiani
City of Moore Purchasing Department
301 N. Broadway Ave. Suite 142
Moore, OK 73160

DEADLINE FOR RECEIPT IS 4:00PM APRIL 19, 2019

The City of Moore is an equal opportunity employer.

Barbara Furgiani, Purchasing Agent, 405-793-5022

SCHEDULE OF EVENTS

The following schedule is proposed for this Project. Please note that The City reserves the right, as deemed necessary, at their sole discretion to adjust this schedule and provide written notice to the Artists.

Request for Qualifications Announced	March 14, 2019
<u>DEADLINE</u> for Questions email to cdbg@cityofmoore.com	March 28, 2019
Answers to be posted Online	April 4, 2019
(https://www.cityofmoore.com/departments/finance/city-bids-1)	
<u>DEADLINE</u> for Submissions	April 19, 2019
First Selection Committee meeting	May 8, 2019
Notification of Selection	May 9, 2019
Finalist interviews	May 30, 2019
Notification of Selection	May 31, 2019
City Council Approval	June 17, 2019
Residency Begins	March of 2020

SELECTION COMMITTEE

The Artist Residency Selection Committee members consists of the following:

- 2 City Council Representatives
- 2 Parks Board Members
- 2 City Staff
- Moore Citizens
- A Design Architect
- An Art Advisor

The Committee will evaluate all RFQ responses and choose two to five finalists for the residency. Finalists will be invited to an in-depth Interview for final selection and announcement.

INSURANCE:

The Artist selected and Recommended by the Selection Committee shall be required to enter into contract with The City of Moore for the entire duration of the project. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the Artist shall be required to maintain insurance, as required by the City of Moore.

CONTRACT:

The selected Artist must be willing to negotiate a contract satisfactory to the City of Moore. In the event the City of Moore is unable or unwilling to successfully negotiate with the Artist submitting the best entry, the City of Moore reserves the option of rejecting the Artist and negotiating with the Artist submitting the next best entry.

OTHER INFORMATION:

The City reserves the right to withdraw this Artist opportunity at any time and for any or no reason. Receipt of submissions by The City or selection of an Artist for purposes of negotiating a contract confers no rights to any Artist nor obligates The City in any manner. The City reserves the right at its sole discretion and for any reason, to reject all submissions and not award any contract and to solicit additional or different submissions at a later time. The City incurs no obligation regarding this Request for Qualifications, or any contact resulting there-from, until a contract is fully complete and documents properly submitted and executed by all parties.

QUESTIONS:

Contact the Capital Planning & Resiliency Department for any and all questions, comments, or inquiries regarding this Artist in Residency. Questions, comments, or concerns must be sent in writing to cdbg@cityofmoore.com by March 28, 2019. Answers to these questions will be posted online at <https://www.cityofmoore.com/departments/finance/city-bids-1> by April 4, 2019.

For questions regarding submission please contact Barbara Furgiani in the Purchasing Department. Barbara Furgiani can be reached at 405-793-5022.

Appendix "A"

Figure 1: The Depot Layout

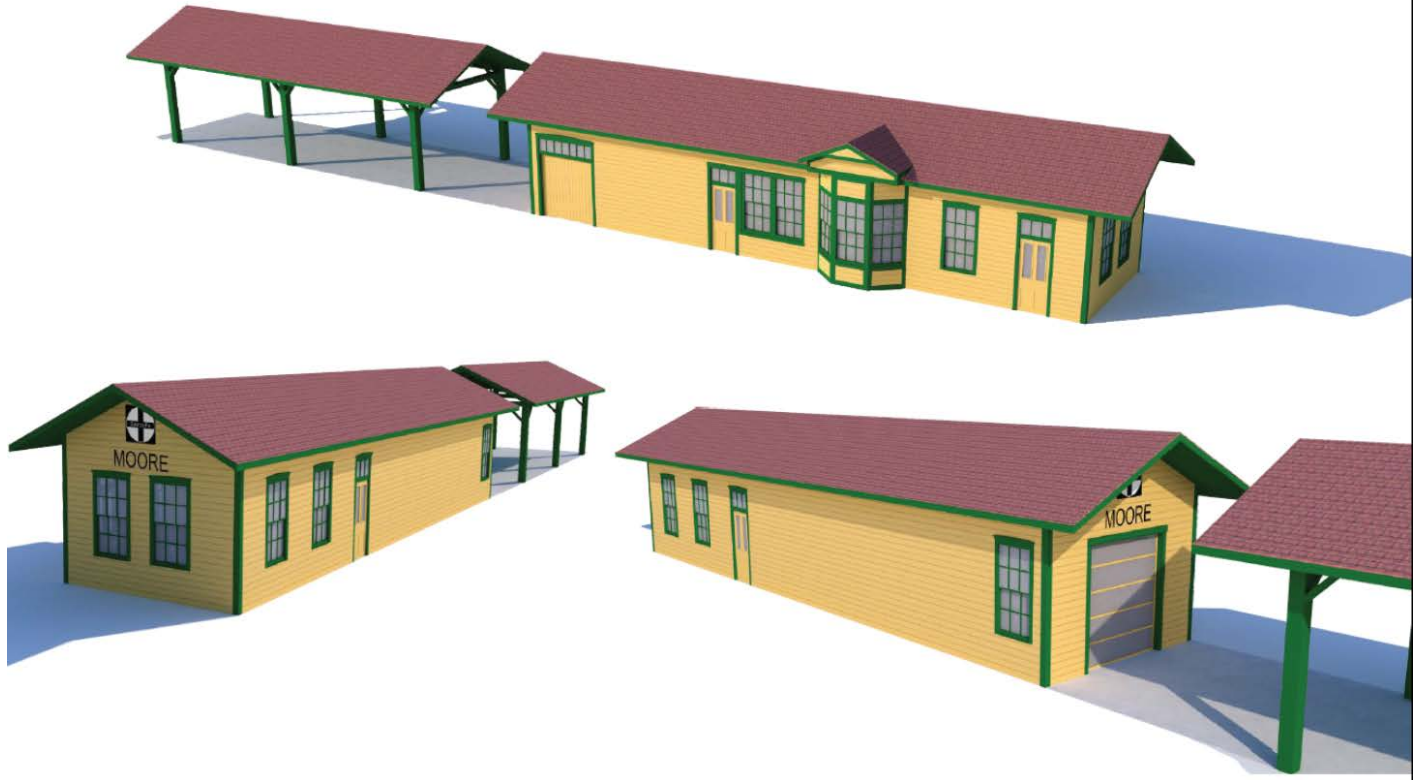


Appendix "B"

Figure 2: Depot Perspectives showing Pavilion Maker's Space

Depot Perspectives

OLD TOWN PARK LAUD



Appendix "C"

Figure 3: Depot Coffee & Juice Shop

Depot Interior



EXAMPLE OF IMAGE ID SHEET

Image 1	Title of Work (Thumbnail Here) Media Dimensions (H x W x D in feet and inches) Date work completed (use only images of completed work) Location (City, State) Value or Amount of Commission
Image 2	Title of Work (Thumbnail Here) Media Dimensions (H x W x D in feet and inches) Date work completed (use only images of completed work) Location (City, State) Value or Amount of Commission
Image 3	Title of Work (Thumbnail Here) Media Dimensions (H x W x D in feet and inches) Date work completed (use only images of completed work) Location (City, State) Value or Amount of Commission
Image 4	Title of Work (Thumbnail Here) Media Dimensions (H x W x D in feet and inches) Date work completed (use only images of completed work) Location (City, State)

	Value or Amount of Commission
Image 5	Title of Work (Thumbnail Here)
	Media
	Dimensions (H x W x D in feet and inches)
	Date work completed (use only images of completed work)
	Location (City, State)
	Value or Amount of Commission
Image 6	Title of Work (Thumbnail Here)
	Media
	Dimensions (H x W x D in feet and inches)
	Date work completed (use only images of completed work)
	Location (City, State)
	Value or Amount of Commission