

# CALL FOR



ART

**Request for Proposals**

***SD Practice***

**Applications Due: July 13, 2020**

## 1.0 INTRODUCTION

The City of San Diego (City) is seeking applications from interested qualified artists to have their existing artworks considered for purchase by the City. The initiative, officially titled “SD Practice,” is designed to support local artists through the direct purchase of existing artworks while also diversifying the holdings of the City’s Civic Art Collection.

The initiative is made possible by the monetary portion of a gift from Thomas O. Rasmussen, an avid contemporary art collector. Rasmussen, who died in 2014, wished to support the public display of artworks to the widest range of the public possible, a sentiment shared by the City.

City staff will administer the process of artwork selection. The artworks purchased through the initiative will become part of the Civic Art Collection and will be displayed in public places to engage both employees and the public by helping to create an interesting and diverse environment.

This Request for Proposals (RFP) describes the opportunity, the artwork selection process, and the information that must be included in the Statement of Qualifications and Proposal (hereinafter referred to as the Application). Failure to submit information in accordance with this RFP's requirements and procedures may be cause for disqualification.

### 1.1 Initiative Goals

The goals of *SD Practice* are to:

- Support San Diego artists in their artistic practice and creative development through the direct purchase of artworks
- Strengthen and diversify Civic Art Collection holdings

- Advance the mission of the Civic Art Collection and engage the public through the display of high-quality contemporary art in public places
- Artwork is appropriate in scale and nature for public setting and explores or responds to site and context objectives as specified for the initiative

### 1.2 Eligibility

**Any living artist<sup>1</sup> legally residing in San Diego County<sup>2</sup> is eligible to submit application.** Individuals with conflicts of interest are not eligible for contract award under this solicitation. Galleries and representatives may apply on behalf of artists; please see the gallery-specific application instructions below.

<sup>1</sup> The City adheres to definition of “artist” which is contained in San Diego Municipal Code section 26.0701 et seq.

<sup>2</sup> Artist must provide verification of current residence in San Diego County

## 2.0 PROJECT DESCRIPTION

### 2.1 Site and Context

The Civic Art Collection began unofficially in 1909 when the City accepted the gift of the Horton Plaza Fountain, designed by architect Irving J. Gill, from local businessman and banker Louis J. Wilde. The City has continued to acquire artworks of historical importance and artistic significance ever since. The current collection includes paintings, sculptures, media-based works, works on paper, and prints that are exhibited primarily in the working environments of municipal buildings. More information about the collection is available at [sdcivicartcollection.com](http://sdcivicartcollection.com).

Artworks purchased for the collection through SD Practice will be displayed in a

broad range of public places and may include, but are not limited: civic buildings, libraries, park facilities, police stations, fire stations, etc.

For the initiative, artworks may be installed in or outside the following City buildings:

- **Various Civic Buildings:** (Such as the City Administration Building, 202 C Street) which holds many City offices and services for the public including the Office of the Mayor, City Councilmember Offices, and numerous City departments.
- **Libraries:** The San Diego Public Library serves the informational, educational and recreational interests of San Diego through 35 branches and Central Library. The Library is popular destination that connects the public to free educational and cultural resources that will enrich their lives. With 6.6 million visitors, the Library is the largest cultural institution in San Diego that offers free programming.
- **Park Facilities:** The Parks and Recreation Department operates and maintains a diverse and valued parks system that serves millions of residents and visitors each year. This includes 58 recreation centers and two visitor centers that provide programs, activities and events throughout the year to all ages, abilities and income levels.
- **Other locations** throughout the City to be determined.

A location for installation of any purchased artwork is subject to change and at the discretion of the City.

## 2.2 Artwork Opportunity

Through SD Practice, the City will acquire artworks<sup>2</sup> to add to and diversify its

collection, taking steps to increase its holdings to reflect the rich diversity of artistic talent and expression in San Diego. Thereby, demonstrating the City's commitment to expanding the collection with the aim of diverse and inclusive perspectives.

<sup>2</sup> The City adheres to definition of "artwork" which is contained in San Diego Municipal Code section 26.0701 et seq.

Artists working in all types of media are invited to submit artwork that are available for purchase and meet the following parameters:

- Maximum artwork measurement is approx. 250" in any direction.
- Artwork must be created no more than (5) years prior to the date of Application submission.
- Artwork should be fabricated from materials appropriate for public display and should be in exhibition ready condition.
- Framed and unframed artwork will be considered for purchase.
- Artwork must not require extraordinary handling. Extremely fragile artwork should not be submitted.
- Photographs and fine art prints (including, but not limited to digital prints, etchings, lithographs, woodblock, etc.) are eligible but must be signed and numbered and in a limited edition of 150 or less.
- Diversity within the collection is highly encouraged. However, artworks that contain graphic depictions of violence, sexually explicit imagery and/or nudity are extremely difficult to display.

Artwork not conforming to these parameters may be disqualified.

A broad range of artwork will be considered. In some instances, artwork can help support the goals of the initiative offered at particular sites. The locations that may receive artwork through SD Practice are civic buildings, libraries, and park facilities, as well as other locations throughout the City to be determined (See the description in the Site and Context section for more information about the sites).

For the first iteration of the initiative, the City and selection panel will be looking for artworks, which investigate place/space and explore the ways people interact with and respond to the built and natural environments. Artists will be invited to consider the idea of place/space from all imaginable perspectives – aesthetics and economics, urban spaces and structures; household objects and domestic spaces; and utopian visions, opening a dialogue with the public about the way they experience these environments.

Artists must establish the price for the artworks they are offering for sale. Prices must be commensurate with the artist's recent sales. Proof of recent sales may be required. Artwork must be available for immediate purchase. There is no minimum or maximum price restrictions placed on the artworks submitted. However, it is anticipated that purchases may commonly range in price from \$500 - \$25,000.

Artists will be responsible for delivery of artworks to specified City location. The City will be responsible for the costs and management associated with framing, if needed, and installation of the artworks.

## 2.3 Budget

A total of up to \$500,000 for all artworks is available for this direct purchase initiative.

## 3.0 APPLICATION SUBMITTAL REQUIREMENTS

Applications will be evaluated based on the information submitted below. **Please read the following submittal requirements carefully.**

### 3.1 Online Application Form

Complete the online application form linked in Section 4.0 below. Artist will be prompted to attach a .zip file containing all other application materials, and digitally sign the form in order to submit the application. **Note:** Artist must check all the boxes in the application checklist to submit.

### 3.2 Images of Available Artwork with Annotated Image List

Submit up to 10 images/videos of available artwork that meet the parameters identified in Section 2.2. Artists may submit a combination of images and videos, but no more than 10 artworks will be considered. Details of artwork will count against the total of 10 images/videos submitted, so it is highly recommended that artists submit high-resolution images. External links to artist websites and videos will not be reviewed; only examples included in the Application submission will be considered.

- Submit images in .jpg or .png format with a maximum file size of 3 MB each.
- Submit videos in .mp4, .mov or similar format with a maximum file size of 100 MB. The total combined running time of all submitted videos may not exceed three minutes.

Provide an annotated list of available artworks in .pdf format (this must be a



separate file from examples submitted) specifying the title, medium, dimensions, weight, year, edition (if applicable), a brief description of the concept behind each artwork, and price.

### 3.3 Artist Statement (1 page max.)

Submit a written artist statement in .pdf format describing the premise of the artwork(s) presented in the application, including providing insight into the art-making process.

### 3.4 Professional Résumé

Submit a current professional artist résumé or curriculum vitae (CV) in .pdf format.

### 3.5 Proof of Residency

Submit a scanned copy of artist State ID or a recent utility bill in artist name in a .pdf format.

## 4.0 DIRECTIONS FOR SUBMITTAL OF APPLICATION

Artist must complete the online application form and submit the application materials via City's portal using the following link:

<https://sandiego.seamlessdocs.com/f/sdpractice>

**Artist should check application for completeness:** Confirm the application includes all the required materials listed below:

- 1 Images of Available Artwork
- 2 Annotated Image List of Available Artwork
- 3 Artist Statement
- 4 Professional Résumé
- 5 Proof of Residency

Artist must put all the required application materials in one (1) compressed (zipped) computer folder labeled with the Artist's name. An electronic copy of the Artist's folder with all application materials must be uploaded to the online application. File size of .zip folder should not exceed 250MB. A checklist of required attachments is included as part of the online application.

The application must be submitted in electronic format only at the application link provided and is due **no later than 11:59 PM local time on July 13, 2020.**

Artist is responsible for the submission and application acceptance before the closing time set forth in this RFP or as changed by addenda. **Important Note:** Submission of application into the electronic system may not be instantaneous; it may take time for the artist's application to upload and transmit before application is accepted. It is the artist's sole responsibility to ensure application is uploaded, transmitted, and arrives in time electronically. Applications remain sealed until the deadline.

If a gallery or other representative is applying on behalf of an artist, follow the instructions specified in this RFP. The application form includes space for gallery or other representative to enter the name of the artist the representative is applying on behalf of, as well as a separate space for the gallery's or representative's name. A separate application is required for each artist.

## 5.0 PRE-SUBMITTAL ACTIVITIES

### 5.1 Questions Concerning RFP

All questions regarding the RFP shall be mailed in writing or sent as an e-mail to:

City of San Diego Commission for Arts and Culture  
Charles G. Miller  
Senior Public Art Manager  
1200 Third Ave. Ste. 924  
San Diego, CA 92101  
[cgmiller@sandiego.gov](mailto:cgmiller@sandiego.gov)

Question shall be submitted as soon as possible, but no later than 5:00 PM local time, on July 6, 2020.

## 6.0 ARTWORK SELECTION PROCESS, PANEL & CRITERIA

A panel will review and evaluate the applications utilizing the criteria below. City staff will pre-screen each application to verify eligibility, evaluate responsiveness to the criteria and ensure the artwork parameters are met. Applications deemed to be marginally responsive might not be forwarded to the panel for review. The panel will be comprised of members from the Commission's Public Art Committee and visual art professionals. The panel will create a shortlist of the most qualified applications. Staff may conduct in-person studio visits to view available artworks in the short-listed applications prior to further review by the panel. Based on these evaluations, the panel will recommend artworks for direct purchase by the City.

### 7.1 Criteria

Criteria used to evaluate the applications include those in the Department Instruction for the City of San Diego Commission for Arts and Culture—Collection Management Policy for the Civic Art Collection as follows:

- **Public Safety:** The artwork must not pose

hazards or threats to public safety or public health and/or must not pose a potential liability for the City in any other way.

- **Relevance:** The relationship of an artwork to the City's collecting mission and the scope of the Civic Art Collection.
- **Excellence:** The authenticity and level of aesthetic quality, workmanship and conceptual content.
- **Significance:** The importance of an artwork in an artist's body of work or in art history.
- **Condition:** The nature and physical state of the artwork.
- **Maintenance:** The nature of the maintenance, conservation and/or operation of the artwork.
- **Fair Purchase Price:** The fairness of the purchase price and purchase price relative to the importance of the artwork to the Civic Art Collection.

In addition, the applications must meet the initiative's goals as outlined in Section 1.1.

The panelists who evaluate the applications may use a four-point ranking system:

- **Ranks of 4 (4 and 4-)** designate an application as the most qualified. Applications ranked with a 4 meet all the review criteria to the highest degree possible. If there are no applications that meet all the review criteria, no 4 ranking shall be given; this is not a grading curve but a rarified achievement of near perfection given the criteria.
- **Ranks of 3 (3+, 3, and 3-)** are considered good. These applications mostly meet the criteria in a strong or solid way, but may still need some improvement.

- **Ranks of 2 (2+, 2 and 2-)** are considered marginal. These applications have some merit, but do not meet the criteria in a strong or solid way.
- **Rank of 1** is not qualified under any circumstance; inappropriate for recommendation.

In Round One of the evaluation process, panelists may give each application a rank. Panelists' ranks are then averaged for a single, initial score per application. In Round Two, applications are clustered by rank from highest to lowest. Rank adjustments may occur when the panel agrees that an application is out of place within the clusters. From this process, the shortlisted applications will be identified. The panel will then evaluate and recommend artworks from digital submissions in the shortlisted applications to the City for purchase. The panel's recommendation may be submitted first to the Public Art Committee, a committee of the Commission for Arts and Culture and then to the full Commission for Arts and Culture for recommendation to the City.

## 8.0 SCHEDULE FOR ARTWORK SELECTION AND CONTRACTS

The City anticipates that the process for selecting artworks and awarding contracts, will be according to the following tentative schedule:

Advertise and Issue RFP:	May 19, 2020
Last Date to Submit Questions:	July 6, 2020
Application Due Date:	July 13, 2020
Selection Notification:	Aug./Sept. 2020
City Approval of Contract:	November 2020
Delivery and Installation:	Winter/Spring 2021

## 9.0 CONDITIONS FOR SUBMISSION

### 9.1 Rights Pertinent to this RFP

The City reserves the right to reject, in whole or in part, any responses to this RFP, to not accept an artwork recommended by any selection panel, to initiate an alternate selection process, to reissue the RFP and/or cancel this RFP, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any artist. Additionally, the City expressly reserves the right to postpone opening responses to this RFP for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

The City reserves the right to revise this RFP by addendum. The City is bound only by what is expressly stated in this RFP and any authorized written addenda thereto. Addenda will be posted on the City's website at: <https://www.sandiego.gov/arts-culture/publicart/artistopps>

It shall be the artist's responsibility to check the website up to the final submission date for any possible addenda.

The City accepts no financial responsibility for any costs incurred by artists, galleries or other artists' representatives. The City is not responsible for the loss or damage of any materials submitted.

Payments for any purchased artworks will be made directly to the artist. Any agreement that an artist may have with a gallery or representative must be handled between the artist and the gallery. The City will assume no responsibility for payment of fees or

percentages to gallery dealers or other artists' representatives.

The City reserves the right to negotiate the final purchase price or decline to purchase any artwork recommended. The City reserves the right to retain all or portion of the initiative budget based on volume and type of applications received. The City reserves the right to award contracts to multiple artists.

## **9.2 Formal Approval of Contract**

The artist understands that issuance of this RFP does not commit the City to award a contract, or to pay any costs incurred in the preparation of a response to this RFP. The artist shall note that the execution of any contract pursuant to this RFP is contingent on approval by the Mayor (or his designee), or the City Council, as required by law.

## **9.3 Confidential RFP & California Public Records Act**

The City will not share the details of individual responses to this RFP with competing artists during the selection process. The artist declares and acknowledges by submittal of an application that after the selection process ends and final approval of the contract(s), any information submitted in response to this RFP is a public record subject to disclosure unless a specific exemption in the California Public Records Act (CPRA) applies. If an artist submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the responsibility of the artist to provide to the City specific legal grounds on which the City can rely in withholding information requested under CPRA, should the City choose

to withhold such information. General references to sections of CPRA will not suffice. Rather, the artist must provide a specific and detailed legal basis, including applicable case law that clearly establishes the requested information is exempt from the disclosure requirements of CPRA. If the artist does not provide a specific and detailed legal basis for withholding the requested information within a time specified by the City, the City will release the information as required by CPRA and the artist will hold the City harmless for release of this information. It will be the artist's obligation to defend, at artist's expense, any legal actions or challenges seeking to obtain from the City any information requested under CPRA withheld by the City at the artist's request. Furthermore, the artist shall indemnify the City and hold it harmless for any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under CPRA withheld at artist's request. Nothing in this section creates any obligations for the City to notify the artist or obtain the artist's approval or consent before releasing information subject to disclosure under CPRA.

## **9.4 News Releases**

The artist agrees that, if selected, the City will review and approve all news releases pertaining to this RFP and/or subsequent agreement(s). All news releases will be submitted in writing to City staff member. Staff will review and provide feedback and/or approval in a timely manner.

## **9.5 Examination of RFP**

The artist understands that the information provided herein is intended solely to assist the artist in preparation of a submission. By



submitting a response to this RFP, the artist represents that the artist has thoroughly examined and become familiar with the requirements in the RFP and is capable of providing quality goods and to achieve the objectives of the City.

## 9.6 Eligibility Restrictions

Elected officials, commissioners, board members, committee members, agents, officers and employees of the City of San Diego and their business partners or their immediate family members are not eligible for a contract award under this RFP.

## 9.7 Use of Information

Contact information for each artist may be entered into a database and used to advertise future calls for artists issued by the City or the City's affiliates. In general, the contents of the database are intended for use in advertising paid opportunities for artists.

## 9.8 Definition of "Artist"

The issuance of this RFP means that City intends to contract with an artist as defined in San Diego Municipal Code Section 26.0701 et seq.

## 9.9 Equal Opportunity Contracting Program

The City endeavors to do business with artists sharing the City's commitment to equal opportunity and will not do business with any artist that discriminates on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers.

## 9.10 Business Tax License

Any artist selected to enter into contracts with the City may be asked to obtain, at the artist's sole cost and expense, a City of San Diego business tax license.

Cover photo by Ian Williams