



The City of

SAN DIEGO

Commission for
Arts and Culture

CALL FOR ARTISTS

Request for Qualifications

Public Art / Public Sphere: A 3-day Intensive for Artists

Saturdays: November 16, 23 and December 7, 2019, 9-5 p.m.

Applications Due: October 4, 2019

1.0 INTRODUCTION

The City of San Diego (City) Commission for Arts and Culture (Commission) is seeking applications from qualified artists to take part in *Public Art/Public Sphere*, a free three-day intensive for artists interested in working in the public realm but have minimal or no experience doing so. The goal is to equip visual and multidisciplinary artists in the San Diego region to translate studio and gallery-based practices into practices in the public realm, and to successfully compete for and complete local, national and international public art commissions.

Twenty-five (25) artists will be selected for the intensive through a competitive process. Commission staff will administer the process of artist selection. The intensive will offer workshops and seminars on ideation and translating practice for the public realm, public engagement, seeking and applying for public commissions, portfolio reviews, interviewing, navigating contracts, and more.

The intensive is funded through the City's Public Art Fund and made possible with programming and support through the Mural Arts Institute, a capacity-building program of Mural Arts Philadelphia.

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

1.1 Goals

The goals of *Public Art / Public Sphere* are to:

- Develop San Diego region-based artists to successfully compete for and complete public-sector commissions; and
- Encourage artists with diverse backgrounds, perspectives, approaches, and methodologies to apply for future City projects; and
- Build capacity for San Diego region-based visual and multidisciplinary artists to realize their practice in public contexts conceptually, aesthetically, and professionally at a national and international level.

1.2 Eligibility

Any artist¹ legally residing in San Diego County, Tijuana, Tecate, and Rosarito Beach municipalities and authorized to work in the United States² who has not had past government contract for a public art commission with a budget of \$20,000 or more is eligible to apply. The intensive will be conducted in English. Applicants should have an interest in exploring the public reception of their work, community-building, enhancing the built environment, and/or the challenge of translating studio and gallery-based practices into practices that successfully manifest in the public realm. Selected artists must attend three full days of training on **Saturday, November 16, Saturday, November 23, and Saturday December 7, 2019, 9:00 a.m. – 5:00 p.m. (Location TBD)**

¹ The City adheres to definition of "artist" which is contained in San Diego Municipal Code section 26.0701 et seq.

² Artists must have all necessary documentation to work in the United States at the time of submittal of Application.

2.0 APPLICATION SUBMITTAL REQUIREMENTS

The Application should be concise, well organized and demonstrate the artist's qualifications and experience applicable to the opportunity. Artists will be evaluated based on the information submitted below.

2.1 Application Cover Sheet

Submit a completed Application Cover Sheet. The Cover Sheet is populated and submitted as part of the Online Application.

2.2 Work Sample with Annotated Image List

Submit examples of past work containing a maximum of 10 images and/or videos showing a range of different artworks. [That's **NOT** 10 images and 10 videos for a total of 20 examples. Submit a maximum of 10 total examples].

- Submit images in .jpg format with a maximum file size of 3 MB.
- Submit NTSC format videos in .mpg, .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 image list in .pdf format, which clearly describes each example of past work included in your Application. Annotations for each example of past work may include information such as title/project name, location, date, medium, dimensions, a brief description, and location and budget if applicable.

2.3 Letter of Interest (1 page max.)

Submit a written narrative in a .pdf format describing your methodology for conceptualizing and creating art, your in

interest in exploring the public reception of your work, public engagement and community-building, enhancing the built environment, and/or the challenge of translating studio and gallery-based practices into practices that successfully manifest in the public realm. Please do not use this letter as a forum for reiterating information already contained in your résumé. This is your opportunity to convey what the panel can't tell about your qualifications and your art just from looking at your résumé and examples of past work. The letter must prominently include the name, address, telephone number, and e-mail address of the artist.

2.4 Professional Résumé

Submit a current professional résumé in a .pdf format.

2.5 References

Submit the names, addresses, current telephone numbers and/or email addresses for three authorities on your work. Do not send letters of recommendation. We do call references, so please double-check to ensure that the contact information for your references is correct.

3.0 DIRECTIONS FOR SUBMITTAL OF APPLICATION

Artist must submit their application via City's portal using the following link:

<https://forms.sandiego.gov/f/publicart3day>

Artist should check his/her Application for completeness: Confirm the Application includes all the required materials listed below:

- ① Application Cover Sheet
- ② Work Sample with Annotated Image List
- ③ Letter of Interest
- ④ Professional Résumé
- ⑤ References

Artist must put all the required Application materials in one (1) compressed (zipped) computer folder labeled with the Artist 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 5:00 PM local time on October 4, 2019.**

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

4.0 PRE-SUBMITTAL ACTIVITIES

4.1 Questions Concerning RFQ

All questions regarding the RFQ 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

Question shall be submitted as soon as possible, but no later than 5:00 PM local time, on September 27, 2019.

5.0 ARTIST SELECTION PROCESS, PANEL & CRITERIA

Commission staff will review and evaluate the Applications utilizing the selection criteria below. City staff may pre-screen each Application to verify eligibility and to evaluate responsiveness to the criteria. Applications deemed to be marginally responsive may be disqualified. City staff will create a shortlist of twenty-five (25) artists with alternates. City staff will then notify the twenty-five (25) shortlisted artists. Upon receipt of the notified artist's confirmation of availability for the three scheduled days, the artist will be confirmed as an attendee. If the artist is not available for the three scheduled days, the space will be extended to the next alternate.

5.1 Criteria

Criteria used to evaluate artists as evidenced in Application materials include:

- Artistic excellence, uniqueness of vision and strength of creativity
- Originality of approaches and methodologies used to convey meaning through art
- Demonstrated artistic and professional potential for developing work in the public realm, such as education and

training as an artist, exhibition record, previous site-specific artworks, and other related activities indicative of artistic achievement or experience.

- Strength of professionalism and communication skills

City staff may use a four-point ranking system to evaluate the artist:

- **Ranks of 4 (4 and 4-)** designate an artist as the most qualified. Artists ranked with a 4 meet all the review criteria to the highest degree possible. If there are no artists 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 artists 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 artists 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 the award.

City staff may give each Application a rank. Ranks are then averaged for a single, initial score per artist. In Round Two, artists are clustered by rank from highest to lowest. Rank adjustments may occur when the panel agrees that an artist is out of place within the clusters. From this process, the shortlisted artists will be identified and invited to attend.

6.0 SCHEDULE FOR SELECTION

The City anticipates that the process for selecting artists will be according to the following tentative schedule:

Advertise and Issue RFQ:	Aug 29, 2019
Last Date to Submit Questions:	Sept 27, 2019
Application Due Date:	Oct 4, 2019
Shortlist Determination:	Oct 18, 2019
Notification of shortlisted Artists:	Oct 21, 2019
Finalized list of attendees:	Oct 25, 2019
Training dates:	Nov 16, 23 & Dec 7, 2019

7.0 CONDITIONS FOR SUBMISSION

7.1 Rights Pertinent to this RFQ

The City reserves the right to reject, in whole or in part, any responses to this RFQ, to not accept an artist recommended by any of the selection panels, to initiate an alternate selection process, to reissue the RFQ and/or cancel this RFQ, 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 RFQ for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

The City reserves the right to revise this RFQ by addendum. The City is bound only by what is expressly stated in this RFQ and any authorized written addenda thereto. Addenda will be posted on the City's portal. 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. The artist understands that issuance of this RFQ does not

commit the City to pay any costs incurred in the preparation of a response to this RFQ

7.2 Confidential RFQ & California Public Records Act

The City will not share the details of individual responses to this RFQ 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 attendees, any information submitted in response to this RFQ 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.

7.3 News Releases

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

7.4 Examination of RFQ

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 RFQ, the artist represents that the artist has thoroughly examined and become familiar with its requirements.

7.5 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 to participate.

7.6 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.

7.7 Definition of “Artist”

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