



NATIONAL CALL TO ARTISTS

Palm Beach County Supervisor of Elections Facility

4215 Cherry Road, West Palm Beach, Florida

BUDGET: \$796,000

DEADLINE: April 30, 2021

1) Project Summary

Palm Beach County Art in Public Places seeks to commission an Artist/Artist team (Artist) to create art that encourages Palm Beach County residents to vote; serving as a call to action to participate in the election process.

Artists are invited to create original art inspired by the following statement on Palm Beach County Supervisor of Elections' website: "The right to vote is one of the most fundamental liberties we enjoy as Americans and it is also one of our greatest civic responsibilities. Make freedom count."

2) Art Design Goals

- Art will encourage Palm Beach County residents to vote.
- Art will motivate Palm Beach County residents to participate in the election process.
- Art will highlight that every vote counts.
- Art will be welcoming to all people.
- Art will prompt Palm Beach County residents to interact with and "be part of the art".
- Art will include bold forms and vibrant colors for enhanced visibility to motorists and pedestrians.
- Art will foster a unique sense of place and enhance the surrounding neighborhood.
- Art will inspire the trust of Palm Beach County voters in County leadership and elections services.
- Art will complement the architecture, scale, medium and integrity of the facility.
- Art will be created with materials that require minimal maintenance.

3) Art Design Criteria

When developing art designs, Artists shall consider and be responsive to the following criteria to be eligible for award by the Finalist Selection Panel:

- Art must not include representations of any political party.
- Art must be non-partisan in imagery and/or words.
- Art must not contain logos, or trademarked products and/or images.
- Art must not include reflective materials, emit light or smoke, or serve to attract birds due to facility's proximity to Palm Beach International Airport.
- Art must have day and night presence.

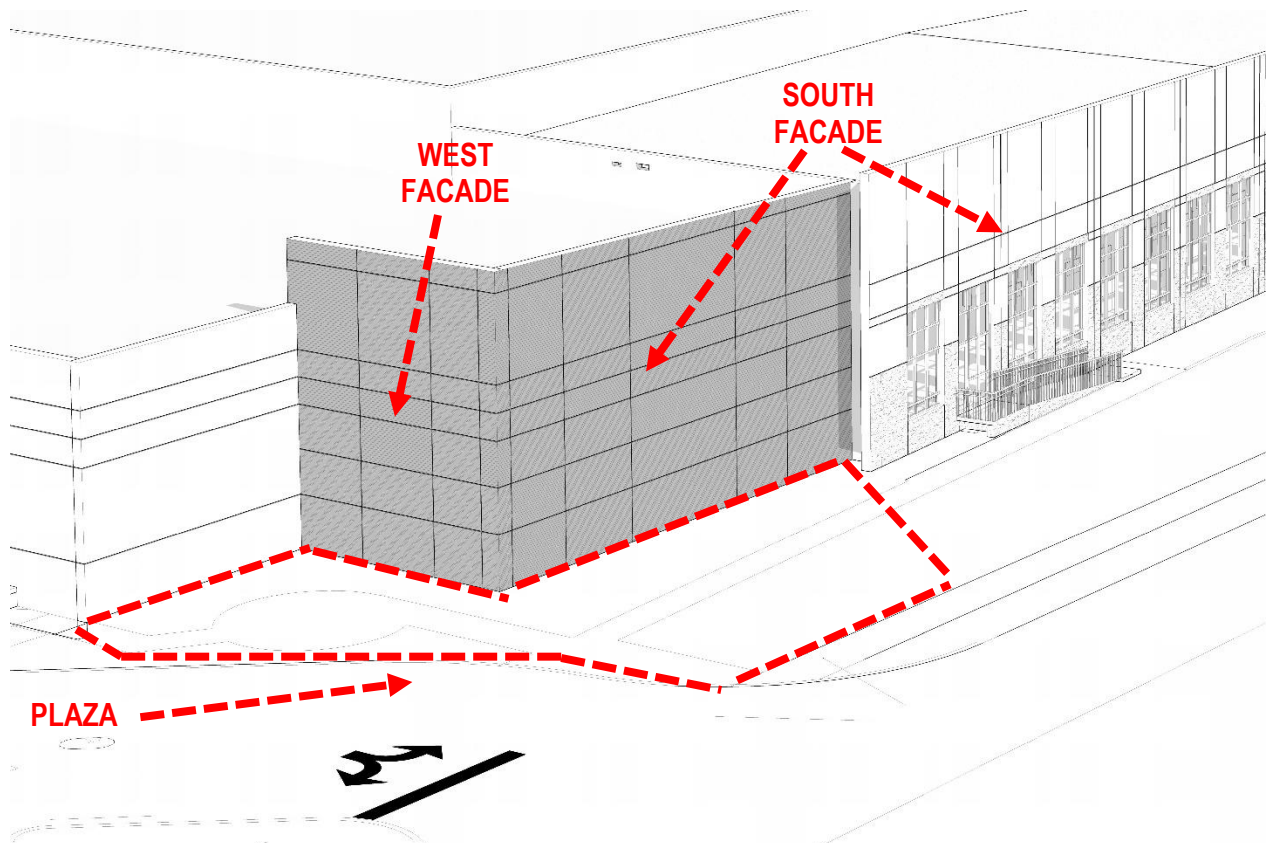
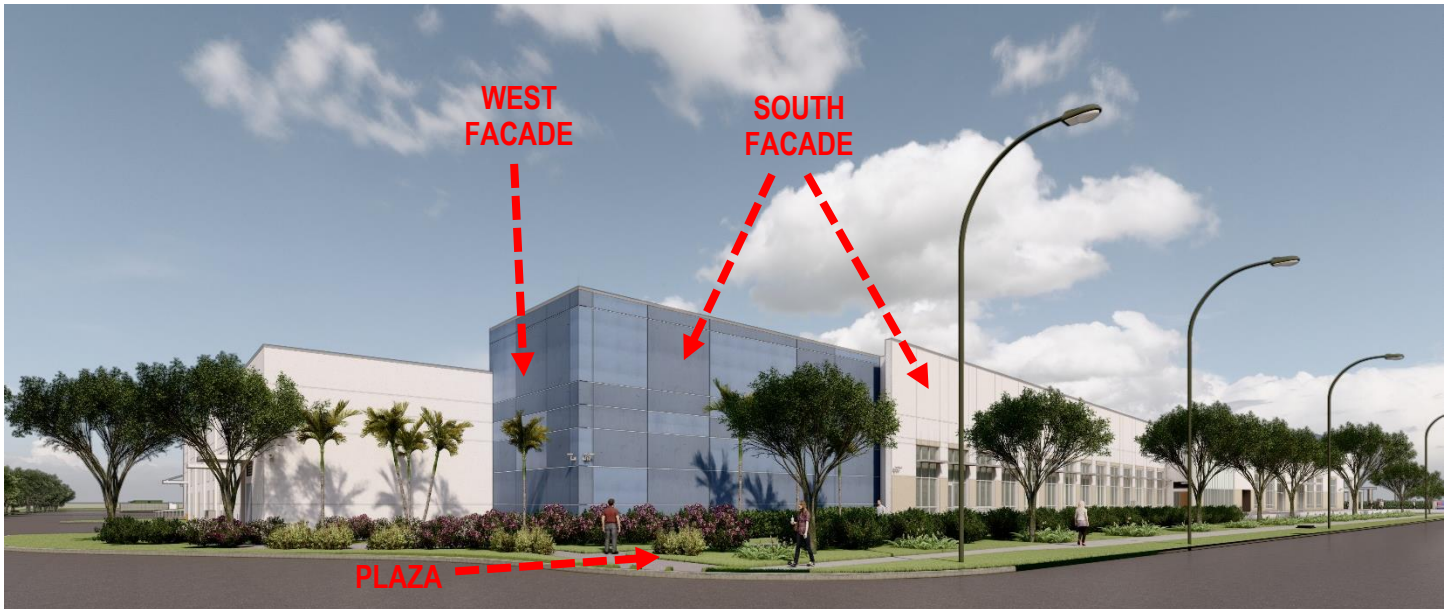
4) Areas for Art Integration

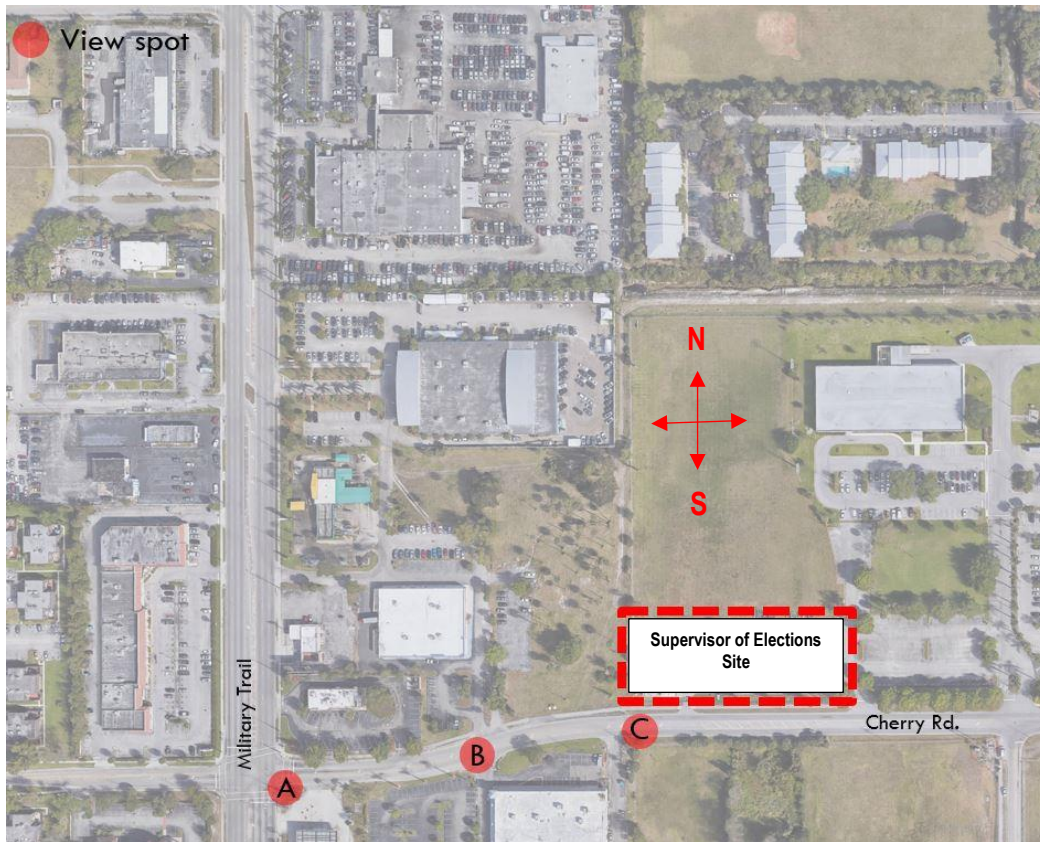
Artists are invited to create art for three potential areas, but ALL proposals **must** address Area #1 - Welcoming & Wayfinding. Artist's proposed design(s) and associated budget line items will determine if Artist will also integrate art into Area #2 - Parking Garage Facade and/or Area #3 - Seat Walls. Building and site plans included below are

conceptual and illustrative only. Shortlisted Artists will receive Construction Documents prior to art proposal development.

Art Integration Area #1 – Welcoming & Wayfinding

A key function of art integrated into the Facility's west and south facing facades and/or corner plaza is to help announce the Facility as "the voting and elections place" to Palm Beach County residents as they travel along Cherry Road, approaching the Facility in an eastbound approach from Military Trail.





View Spot B



View Spot A



Area #2 – Parking Garage Facade

Art integrated into the parking garage facade will humanize its scale and be a welcoming backdrop to residents as they traverse the adjacent plaza on their way to the Facility's entrance.



Area #3 – Seat Walls

Art integrated into the entrance plaza's many seat walls offer a welcoming environment to residents as they traverse the plaza, and sometimes wait in line, on their way to the Facility's entrance.



5) Artist Eligibility

Open to all professional Artists who are United States residents with experience designing, fabricating and installing architecturally integrated art. Professional Artist means a practitioner in the visual arts, generally recognized by critics and/or peers as a professional of serious intent and ability. Indications of a person's status as a professional Artist include, but are not limited to, income realized through the sole commission of artwork, frequent or consistent art exhibitions, placement of artwork in and/or upon the exterior or grounds of public institutions or museums, receipt of honors and awards, and training in the arts.

6) Budget

The Artist will receive a maximum fixed fee of \$796,000 inclusive of all expenses including Artist fee, design, engineering, permit, materials, fabrication, contractor, shipping, installation, construction oversight, travel, hotel, transportation, mileage, insurance, etc.

All Finalists who participate in the mandatory pre-proposal conference call and are selected to present their concept proposal virtually to the Finalist Selection Panel shall receive a flat fee of \$1,200 inclusive of all expenses. Prior to the pre-proposal conference call, Artists will receive additional site photos and relevant architectural and electrical plans upon execution of a Non-Disclosure Agreement (NDA) since plans for County buildings are considered confidential information under State law.

7) Shortlist Application

To apply for this opportunity, sign up for a free CODAworx account at <https://www.codaworx.com/register/>. If you already have an account, you can log in. Use one of the following browsers: Chrome, Safari, or Firefox. Click on the person icon in the upper right corner, register with your email address, name and profession.

Submit your Shortlist Application online through CODAworx at: [https://www.codaworx.com/rfp/palm-beach-county-supervisor-of-elections-facility/\[codaworx.com\]](https://www.codaworx.com/rfp/palm-beach-county-supervisor-of-elections-facility/[codaworx.com]) Use one of the following browsers: Chrome, Safari, or Firefox. Find the Call to Artists you are applying for under header: Artist Resources: All Open RFPs. You may save and return to your application before submitting it. You may save and return to your application before submitting it. To access an application in progress, log into your account on CODAworx, click on the RFP Applications tile to resume your application.

A complete Shortlist Application consists of the following:

Resume - One page only per Artist. If submitting as a team, compile all résumés into a single file, total three pages. Accepted formats: pdf, doc, docx

Letter of Interest - One page only. Accepted formats: pdf, doc, docx

- Express your interest in the project and address how your past artworks and experience demonstrate that you can successfully meet art design goals and criteria.

Images of Past Work - Image specifications: JPG, PNG, 300dpi, 5MB Max

- Up to five (5) images of past artwork. No composite images.

Image Information

- Title of work, location, budget, year completed, medium, dimensions

Criteria for Shortlist Selection

Up to three Artists will be short listed based on the following:

- Demonstrated ability to design, construct and install large scale public art – 40 points
- Quality and strength of past work as demonstrated in the submitted application materials – 60 points

Prior to Finalist Selection, and following the Shortlist Selection, PBC AiPP will host a mandatory conference call to provide Shortlisted Artists additional information and plans. This is also an opportunity for Shortlisted Artists to ask questions of the Project Team. Session date is noted in the tentative schedule herein.

8) Finalist Selection

Shortlisted Artists are invited to develop and present to the Finalist Selection Panel one (1) concept art design proposal. Finalists will not present their presentations in person to the Finalist Selection Panel, but instead present virtually. PBC AiPP will provide Finalist Selection meeting invitation and link one week prior to Finalist Selection meeting. All concept art proposals shall address the art design goals and criteria.

A complete Finalist Submittal must include:

Concept Art Design Proposal Presentation (PowerPoint, Video, or pdf)

- Please include Artist name on the first slide/page. Artist has fifteen (15) minutes to present their concept to the Finalist Selection Panel.
- Please name file: Artist's Last Name_First Name_Proposal Presentation

Proposal Narrative: Describe concept design(s) as represented in color concept drawings (One page, pdf).

Please include the following:

- Artwork Title
- Artwork Medium
- Artwork Dimensions
- Artwork Concept Narrative
- Please name file: Artist's Last Name_First Name_Proposal Narrative

Artwork Budget: Provide line items for Artist fee (10% of total project budget), design, engineering, permit, materials, fabrication, shipping, installation, insurance, etc.

Certification of Business Location: Only for those Artists whose business is in Palm Beach County

Criteria for Finalist Selection

The Selection Panel shall select artworks based on the following:

1. Artistic merit of the concept art design(s) - 30 points
2. Extent to which concept art design relates to voting and the elections process - 30 points
3. Extent to which art concept design meets the art design goals and criteria - 35 points
4. Geographic preference. Artists who are permanent residents of Palm Beach County - 5 points

Shortlist and Finalist Selection Panels for this Call to Artists are comprised of the County's Public Art Committee members, the Palm Beach County Supervisor of Elections or designee, and a representative of the project architectural team Song & Associates. While not common, Finalist Selection Panel may request minor changes to

selected art concepts. If a Finalist refuses to make requested minor changes to their proposed concept art per Finalist Selection Panel's request, Palm Beach County may opt not to contract with Artist for art commission.

Artist whose concept art design(s) are selected by the Finalist Selection Panel will enter into an Agreement for Artist Services to develop their concept design(s) into an original artwork.

Project Schedule

This is a fast paced project with a stringent schedule. County reserves the right to alter these dates as necessary.

- Call to Artist Announced – March 24, 2021
- Artist Q & A Deadline – April 16, 2021
- PBC AiPP posts answers to Artist questions – no later than April 23, 2021 at <http://discover.pbcgov.org/fdo/art/Pages/Calls-to-Artists.aspx> and at <https://pbcvssp.co.palmbeach.fl.us/webapp/vssp/AltSelfService>
- Shortlist Submittal Deadline – April 30, 2021
- Shortlist Selection – Week of May 17, 2021
- Provide Shortlist Artists Construction CDs after NDAs signed – Week of May 17, 2021
- Mandatory Pre-Proposal Conference Call – Week of June 1, 2021
- Finalist Selection – Week of June 28, 2021
- BCC Contract Approval – September 14, 2021
- Art Design Development Complete – December 17, 2021
- Art Construction Documents Complete – February 4, 2022
- Art Permit Approved (if necessary) – April 29, 2022
- Art Fabrication – May - September, 2022
- Art Installation – October 2022 - April 2023

Palm Beach County Supervisor of Elections – Background Information

The Palm Beach County Supervisor of Elections is responsible for overseeing Federal, State, County and municipal elections serving the more than 971,000 registered voters in the County today. As the population of the County continues to expand and election requirements change, the physical and functional space needs of the Supervisor of Elections changes.

In this new facility, technology is incorporated into the design to accommodate growing needs of the Palm Beach County Supervisor of Elections: additional space for the observation of tabulation by visitors and press, a secured and transparent room for the canvassing board, as well as support space for facility operations to better manage the additional persons that come to the facility during voting and recount periods.

The new facility will support Voter Registration, Candidate Qualifying and Training, Petitions, Poll Worker Training, Vote-by-Mail, Early Voting, and Election Day functions including Canvassing, Recounting and Run-off Elections.

Palm Beach County Voting Population

Palm Beach County was established in 1909, after separating from Miami-Dade County, and in its 111-year history has become the third largest county in Florida and the 25th most populous county in the country. The County consists of 2,383 square miles of land, occupied by a population of approximately 1,485,941 people. As of 2020, there are 39 incorporated municipalities in Palm Beach County.

Based on the growth trend from data provided by the Palm Beach County Department of Planning, Zoning, and Building as well as the State of Florida Bureau of Business and Economic Research, the population of Palm Beach County is expected to continue to grow at a rate of 14%, whereas the increase in registered voters during the same time period is expected to grow 17%. This amounts to more than 1,327,000 registered voters by 2040 with a population over 2,000,000.

Questions

By 5:00pm on April 16, 2021, any Artist questions shall be sent to esinger@pbcgov.org - Subject line: "Supervisor of Elections, Artist Question, Last Name, First Name." By 5:00pm on April 23, 2021, all questions and answers will be documented in an Amendment to the Call to Artists, which will be posted at <http://discover.pbcgov.org/fdo/art/Pages/Calls-to-Artists.aspx> and at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

Questions regarding this Call to Artists must be directed to Palm Beach County's Public Art Administrator, Elayna Toby Singer, at esinger@pbcgov.org. If applicants rely on information provided by persons other than Ms. Singer, they do so at their own risk. From the date of release of this Call to Artists until award of contract, no contact with Palm Beach County's Public Art Committee, members of Selection Panels for this Call to Artists, or representatives of Palm Beach County related to this Call to Artists is permitted except as authorized by Ms. Singer and/or in conjunction with scheduled Call to Artists activities. Any such unauthorized contact shall not be used as a basis for selection and may result in the disqualification of the artist's proposal.

In addition, the Palm Beach County's Lobbyist Registration Ordinance prohibits an Artist or anyone representing an Artist from communicating with any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract regarding this Call to Artists, i.e., a "Cone of Silence." The "Cone of Silence" is in effect from the date/time of the deadline of the Short List submittal, and terminates at the time that the Board of County Commissioners or a County Department authorized to act on their behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process. Artists may, however, contact any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract, via written communication, i.e., facsimile, e-mail, or U.S. mail. Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

Amendments

Changes to this Call to Artists, when deemed necessary by Palm Beach County, will be completed only by written Amendment(s) issued prior to the deadline for receipt of proposals. Proposers should not rely on any representations, statements or explanation other than those made in this Call to Artists, or in any Amendment to this Call to Artists. Where there appears to be a conflict between the Call to Artists, and any Amendment issued, the last Amendment issued shall prevail.

ALL Palm Beach County Call to Artists and Amendments will be advertised at <http://discover.pbcgov.org/fdo/art/Pages/Calls-to-Artists.aspx> and at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. It is the sole responsibility of Artists/proposers to routinely check this website for any Amendments issued prior to the deadline for receipt of proposals. Palm Beach County shall not be responsible for the completeness of any package (Call to Artists and Amendments) not downloaded from this website.

General Terms and Conditions

1. Upon submission, all proposals become public records and the property of Palm Beach County, and subject to disclosure in accordance with Florida law.
2. Due care and diligence has been exercised in preparation of this Call to Artists and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the requested services rests solely with those making proposals.
3. Palm Beach County reserves the right to reject any or all proposals submitted in response to this Call to Artists, waive any or all informalities and/or irregularities, re-advertise with either an identical or revised scope, or cancel this Call to Artists in its entirety.
4. Palm Beach County reserves the right to reschedule or cancel Finalist Selection without paying expenses.
5. Palm Beach County is not under any obligation to select Short List Artists or a Finalist or to award a contract if, in the sole judgment of the County, the artist materials do not meet the eligibility or qualifications for the project.
6. Palm Beach County reserves the right to contact any or all proposers after submittal in order to obtain supplemental information and/or clarification in either verbal or written form.
7. Per Florida Statute 287.133, a person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a response to a solicitation for a period of 36 months from the date of being placed on the convicted vendor list. Proposers suspended from doing business with the County at the time this solicitation is advertised are not eligible to submit a response.
8. The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the proposer warrants and represents that throughout the term of any resulting Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of any resulting Contract.

Right of Appeal/Protest

Responsiveness Review and/or Short-List Committee Results. Any Bidder/Proposer may appeal/protest the responsiveness review and/or short-list results by submitting a written protest to the Director, Facilities Development and Operations Department within five (5) business days after receiving notice from the Department of the results of the responsiveness review and/or Short List Committee evaluation. Protests must be submitted in writing, must identify the protestor and the solicitation, must describe the grounds for the protest, and must be addressed to the Director, Facilities Development and Operations Department, via hand delivery or mail to 2633 Vista Parkway, West Palm Beach, FL 33411 or via email to IAyalaCollazo@pbcgov.org. A protest is considered filed when it is received by the Director, FDO. Failure to file a protest within five (5) business days of receipt of the Department's notice of the results of the responsiveness review and/or Short List Committee results shall constitute a waiver of the proposer's right to protest.

Final Selection Committee. Any Bidder/Proposer may appeal/protest a final selection by submitting a written protest to the Director, Facilities Development and Operations Department within five (5) business days after the posting of the Notice of Intent to Award by the Department. Protests must be submitted in writing, must identify the protestor and the solicitation, must describe the grounds for the protest, and must be addressed to the Director, Facilities Development and Operations Department, via hand delivery or mail to 2633 Vista Parkway, West Palm Beach, FL 33411 or via email to IAyalaCollazo@pbcgov.org. A protest is considered filed when it is

received by the Director, FDO. Failure to file a protest within five (5) business days of the posting of the Notice of Intent to Award shall constitute a waiver of the proposer's right to protest.



Palm Beach County Supervisor of Elections Public Art Project

AMENDMENT #1 - RESPONSE TO ARTIST'S QUESTIONS

- Q1:** Re Images of Past Work - No composite images, are you referring to showing more than a specific project in one image file? Does that mean that an image file can only contain one view of a specific project, or can the image file contain multiple views of a specific project?
- A1:** Image files shall only contain one image, which includes only one view of a specific projects. Image files must not include multiple views of a specific project.
- Q2:** Would it be possible to know if this competition is open to international artists IF they team up with a USA-based fabricator?
- A2:** Per the Call to Artists, this project is “open to all professional Artists who are United States residents with experience designing, fabricating and installing architecturally integrated art.” Artists must be residents of the United States.
- Q3:** I have a question in reference to eligibility for this call. Is it open to all US artist or only for the artists with a business registered in Palm Beach County and/or resident?
- A3:** Per the Call to Artists, this project is “open to all professional Artists who are United States residents with experience designing, fabricating and installing architecturally integrated art.” Artists must be residents of the United States. In addition, during Finalist Selection, Artists who are permanent residents of Palm Beach County will receive 5 points, if they provide certification of their business location in Palm Beach County.
- Q4:** I am very interested in applying for this RFP, but as a mural artist I want to be sure that the expectation isn't for sculptural elements exclusively. Obviously a mural would be far less expensive, I could probably put together a proposal for around \$25-50,000. Is that something that would be considered?
- A4:** There is no expectation for sculptural elements exclusively, or other preconceived format that would limit consideration. Shortlisted artists will be invited to develop concept proposals that meet the project's criteria and goals as outlined in the Call to Artists. Additionally, per the Call to Artists, an artwork budget shall be included in proposals with the following line items: Artist fee (10% of total project budget), design, engineering, permit, materials, fabrication, shipping, installation, insurance, etc.
- Q5:** At what stage will the final construction documents and permitting for the Supervisor of Election building be when selected artist is contracted (scheduled for 9-14-21).
- A5:** Application for building permit is expected to have been submitted at time of artist contract execution. It is understood that the selected public art design will likely require that permit to be amended or a separate permit issued.
- Q6:** Will artists have the opportunity to propose integration of their work in the three areas listed by adding to the stated budget by using some monies allocated to construction & materials or will these three areas be complete and the integration will be limited to an overlay on the completed building facade, plaza, garage facade and seat walls?
- A6:** The public art budget is a maximum of \$796,000, without additional monies from the capital construction budget. The building facades (concrete tilt wall and pre-cast) and seat walls (poured concrete) are a “blank canvas” for artist designs. Art is not intended to overlay architectural finishes, but instead replace architectural finishes.



Palm Beach County Supervisor of Elections Public Art Project

AMENDMENT #2 – DEADLINE EXTENSION & CLARIFICATIONS

- The deadline for this Call to Artists has been extended from April 30, 2021 to May 11, 2021, 5:00pm Eastern Daylight Time. The remainder of the schedule as presented in the Call to Artists remains unchanged.
- All Shortlist Applications must include required information per section 7 of the Call to Artists, with further clarification included herein. Shortlist Applications that do not provide ALL requirement information will be considered non-responsive and will not be presented to the Shortlist Selection Committee.

A complete Shortlist Application consists of the following:

Resume - One page only per Artist. If submitting as a team, compile all résumés into a single file, total three pages. Accepted formats: pdf, doc, docx

Letter of Interest - One page only. Accepted formats: pdf, doc, docx

Express your interest in the project and address how your past artworks and experience demonstrate that you can successfully meet art design goals and criteria.

Images of Past Work - Image specifications: JPG, PNG, 300dpi, 5MB Max

Up to five (5) images of past artwork. No composite images. Image files shall only contain one image, which includes only one view of a specific projects. Image files must not include multiple views of a specific project.

Image Information

Title of work, location, budget, year completed, medium, dimensions

- To apply for this opportunity, sign up for a free CODAworx account at <https://www.codaworx.com/register/>. If you already have an account, you can log in. Use one of the following browsers: Chrome, Safari, or Firefox. Click on the person icon in the upper right corner, register with your email address, name and profession.

Submit your Shortlist Application online through CODAworx at: <https://www.codaworx.com/rfp/palm-beach-county-supervisor-of-elections-facility/codaworx.com>. Please note this URL is different than previously published. Use one of the following browsers: Chrome, Safari, or Firefox. Find the Call to Artists you are applying for under header: Artist Resources: All Open RFPs. You may save and return to your application before submitting it. To access an application in progress, log into your account on CODAworx, click on the RFP Applications tile to resume your application.