



NATIONAL CALL TO ARTISTS

Homeless Resource Center 2

3680 Lake Worth Road, Lake Worth Beach, Florida 33461

BUDGET: \$ 106,500

DEADLINE: May 6, 2022 by 11:59pm EDT

A. Project Summary

Palm Beach County's Art in Public Places program (PBC AiPP) seeks to commission an Artist or Artist team (Artist) to design, fabricate and install art that creates an inspirational, calming and uplifting environment for community members serviced by Palm Beach County's second Homeless Resource Center.

The mission of the Homeless Resource Center 2 (the Center) is to provide an effective crisis response system that provides immediate and easy access to safe and decent shelter to individuals in need, with aims to re-house people as quickly as possible.

B. Art Design Goals

- Art will bring dignity to people's lives during their difficult journey from homelessness to stability and independence
- Art will help guests feel comfortable, safe, secure, celebrated and contribute to guests' sense of community
- Art will complement the Center's architectural style and scale, and require minimal maintenance

C. Areas for Art Integration

Providing a visually unifying architectural element, the art will enhance soffits within the Center's Entry Lobby, Interior Lobby and Residence Lounge. Entry & Interior Lobby spaces are visually connected. **Proposed art design must include soffit front surfaces. Soffit under side surfaces may also be incorporated into proposed designs.** All soffit front surfaces are 5-foot 4-inches tall. Soffit under side surfaces are 1-foot 4-inches deep. Entry Lobby Soffit front surfaces total 247 SF and underside soffit surfaces total 70 SF. Interior Lobby Soffit front surfaces total 326 SF and underside soffit surfaces total 82 SF. Residence Lounge front surfaces total 515 SF and underside soffit surfaces total 128 SF. Images included below are conceptual and illustrative only. Shortlisted Artists will receive Construction Documents prior to art proposal development.



Entry & Interior Lobby Soffits



Interior Lobby Soffits



Residence Lounge Soffits



Additionally, the selected Artist will provide paint color and design input to the project team for the Residence Lounge corner wall, which the project's architect and contractor will implement. The corner walls total 460 SF.



D. Artist Eligibility

Open to all Professional Artists 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.

E. Budget

The Artist who is awarded the contract will receive a maximum fixed fee of \$106,500 inclusive of all expenses including Artist fee, design, engineering, permit, materials, fabrication, contractor, shipping, installation, construction oversight, travel, hotel, transportation, mileage, insurance, additional flooring protection during art installation if needed, etc. All Artists who are selected to present their concept proposals to the Finalist Selection Panel (Shortlisted Artists) will receive a flat fee (honoraria) of \$1,000 inclusive of all expenses.

F. Shortlist Application

1. CODAworx Account Required. 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.

In order to see the "Apply to RFP" button, and access the application, you must be logged into your CODAworx account. Submit your Shortlist Application online through CODAworx at: [https://www.codaworx.com/rfp/national-call-to%E2%80%A6source-center-2/\[codaworx.com\]](https://www.codaworx.com/rfp/national-call-to%E2%80%A6source-center-2/[codaworx.com]) using 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 in to your account on CODAworx, click on the RFP Applications tile to resume your application.

2. Contents of Application. A complete Shortlist Application must include the following information. Failure to include all of the information listed below may result in disqualification of your application.

a. Resume - Accepted formats: pdf

b. Letter of Interest - Accepted formats: pdf

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

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

- Up to five (5) image files of past artwork. Image files may feature one or multiple views per project.
- Only submit images of completed projects or projects that have been awarded.. Images of proposals, models, computer generated images and/or incomplete projects that have been awarded may be submitted.

d. Image Information -

- Title of work, location, budget or price, year completed, medium, dimensions.

3. Evaluation Criteria for Shortlist Selection. Up to three (3) Artists will be short listed based on the following criteria:

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

4. Shortlist Scoring.

a. Pass/Fail Review. The Shortlist Selection Panel may initially review each application for completeness, Artist experience and prior work and assign either a pass or fail rating. Those applications that receive a pass rating will then be scored and ranked by the Shortlist Selection Panel.

b. Ranking. For each application that receives a pass rating, each evaluation criteria will be scored and when the scores awarded for all criteria are totaled, the scores will be tabulated and added to achieve the total points awarded to each Artist by each Shortlist Selection Panel member. Using the total points awarded to each Artist, each Artist will be ranked by each Shortlist Selection Panel member with the highest point total ranked 1, the next highest point total ranked 2, etc. The ranking of each Artist will be tabulated from each Shortlist Selection Panel member and combined with other Shortlist Selection Panel members to determine the total ranking score for the Artist, with the lowest point total ranked 1, the next lowest point total ranked 2, etc. These rankings will then be used by the Shortlist Selection Panel to shortlist up to three (3) Artists. Should the ranking result in a tie, then the Shortlist Selection Panel will select the Artist with the most first place votes; if there is still a tie, then the Artist with the most second place votes, etc., until the Shortlist consists of just three (3) Artists.

G. Mandatory Pre-Proposal Conference Call for Shortlisted Artists

Following Shortlist Selection, PBC AiPP will host a mandatory conference call to provide Shortlisted Artists additional information and instruction. This is also an opportunity for Shortlisted Artists to ask questions of the Project Team. Prior to the mandatory pre-proposal conference call, Artists will receive additional site photos and relevant facility design drawings upon execution of a Non-Disclosure Agreement (NDA) since plans for County buildings are considered confidential information under State law. Conference call date is noted in the tentative schedule below. Shortlisted Artists who do not attend the mandatory pre-proposal conference call will be disqualified and will not receive the \$1,000 honoraria.

H. VSS Registration for Shortlisted Artists

In order for a Shortlisted Artist to receive the \$1,000 honoraria, a Shortlisted Artist must register with the County's Vendor Self Service ("VSS") system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

I. Finalist Selection

1. Presentation. Shortlisted Artists will 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 the Finalist Selection meeting invitation and link one week prior to the Finalist Selection meeting. All concept art proposals must address the art design goals. Each Shortlisted Artist will have fifteen (15) minutes to present his/her concept to the Finalist Selection Panel followed by questions from the Panel.

2. Contents of Finalist Submittal. A complete Finalist Submittal must include the following information. Failure to include all of the required information will result in disqualification.

a. Concept Art Design

- Color concept drawings/renderings

b. Narrative

- Artwork Title
- Artwork Medium
- Artwork Concept Narrative

c. Schedule

- Include timeline for milestones including Design Development, Construction Documents, Fabrication,

d. Budget

- Include line items for Artist fee (not to exceed 10% of total project budget), design, engineering, permit, materials, fabrication, shipping, installation, additional flooring protection if needed, insurance, etc.
- When preparing the budget, Artist should be aware that even though the County is exempt from payment of Florida State Sales and Use Taxes, the Artist is not exempt from paying sales tax to its suppliers for materials purchased nor is the Artist authorized to use the County's Tax Exemption Number in securing such materials.

e. Business Information Form

- Shortlisted Artists will be provided with the Business Information Form prior to the Mandatory Pre-Proposal Conference Call. A Shortlisted Artist must complete this form and include as part of its Finalist Submittal.

f. Certification of Business Location Form

- Only for Shortlisted Artists who have a permanent place of business in Palm Beach County at the time of issuance of this "Call to Artists".
- Shortlisted Artists will be provided with the Certification of Business Location Form prior to the Mandatory Pre-Proposal Conference Call. A Shortlisted Artist with a permanent place of business in Palm Beach County prior to the issuance of this "Call to Artists" must complete this form and include the form and a current Palm Beach County business tax receipt as part of its Finalist Submittal in order to receive 5 local preference points.

3. Evaluation Criteria for Finalist Selection. The Finalist Selection Panel will select artworks based on the following criteria:

- Artistic merit of the concept art design - 45 points
- Extent to which art concept design meets the art design goals - 50 points
- Local preference. Artists who have a permanent place of business in Palm Beach County - 5 points. During Finalist Selection, Shortlisted Artists who have a permanent place of business in Palm Beach County will receive 5 points, if the Shortlisted Artist submits the Certification of Business Location Form and a current Palm Beach County business tax receipt.

4. Finalist Scoring. For each finalist submittal, each evaluation criteria will be scored and when the scores awarded for all criteria are totaled, the scores will be tabulated and added to achieve the total points awarded to each Artist by each Finalist Selection Panel member. Using the total points awarded to each Artist, each Artist will be ranked with the highest point total ranked 1, the next highest point total ranked 2, etc. The ranking of each Artist will be tabulated from each Finalist Selection Panel member and combined with other Finalist Selection Panel members to determine the total ranking score for the Artist, with the lowest point total ranked 1, the next lowest point total ranked 2, etc. Should the ranking result in a tie, then the Finalist Selection Panel will select the Artist with the most first place votes; if there is still a tie, then the Artist with the most second place votes, etc.

J. Selection Panels

Shortlist and Finalist Selection Panels for this Call to Artists are comprised of the County's Public Art Committee members, a representative from the County's Community Services Department, and a representative of the project architectural team, Ohlson Lavoie Corporation (OLC). The County reserves the right to make changes to the membership of the Shortlist and Finalist Selection Panels if necessary. While not common, the Finalist Selection Panel may request minor changes to the

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

K. Tentative Solicitation and Project Schedule

County reserves the right to alter these dates as necessary.

- Call to Artist Announced – March 31, 2022
- Artist Q & A Deadline – by April 15, 2022 5:00pm EDT
- PBC AiPP posts answers to Artist questions – no later than April 27, 2022
<http://discover.pbcgov.org/fdo/art/Pages/Calls-to-Artists.aspx> and at
<https://pbcvssp.co.palmbeach.fl.us/webapp/vssp/AltSelfService>
- Shortlist Application Submittal Deadline – May 6, 2022 by 11:59pm EDT
- Shortlist Selection – Week of June 13, 2022
- Provide Shortlisted Artists Construction CDs after NDAs signed – Week of June 20, 2022
- Mandatory Pre-Proposal Conference Call – Week of July 4, 2022
- Finalist Selection – Week of August 8, 2022
- Contract Execution – by August 31, 2022
- Art Design Development Complete – by September 30, 2022
- Art Construction Documents Complete – by October 31, 2022
- Permit Approval (if required) Received – by February 28, 2023
- Art Fabrication Complete – by March 31, 2023
- Art Installation Complete – by April 28, 2023

L. Homeless Resource Center - Background Information

In Palm Beach County the current homeless population is more than 2,100 individuals, and continues to rise steadily. Most often homelessness results from a complex set of circumstances including lack of affordable housing and an increase in poverty.

This facility will provide homeless clients (adults and youth) with 24-hour daily access to supportive services including, but not limited to, a universal intake and assessment process; beds for use as an interim housing option when permanent housing is not immediately available; engagement; prepared meals; as well as medical, psychiatric and educational services.

The project's philosophy is grounded in the belief that when homeless individuals are surrounded by clean, safe and supportive environments, increases in self-esteem and feelings of self-worth lead to more rapid progress on their path to self-sufficiency.

M. Questions

By 5:00pm EDT on April 15, 2022 by 5:00 EDT, any Artist questions must be sent to esinger@pbcgov.org - Subject line: "HRC2, Artist Question, Last Name, First Name." By 5:00pm EDT on April 27 2022, 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 will 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 Shortlist application, 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.

N. 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 will control.

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 is not responsible for the completeness of any package (Call to Artists and Amendments) not downloaded from these websites.

O. General Terms and Conditions

1. **Florida Public Records Law.** 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 Diligence of Proposer.** 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. **Rejection of Responses; Waiver of Irregularities.** 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, at its sole and absolute discretion. Palm Beach County is not under any obligation to select Shortlisted 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.
4. **Right to Reschedule or Cancel.** Palm Beach County reserves the right to reschedule or cancel Finalist Selection without paying expenses.
5. **Clarifications.** 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.
6. **County Standard Contract Required.** The selected Artist will be expected to execute the County's standard contract for Artist's services. A copy of this document is available upon request.
7. **Public Entities Crimes/Convicted Vendor List.** 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. **Non-Discrimination.** 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.

P. Award of Contract

1. Notification of Recommended Award. Artists will be notified of the recommended award by email and the Notification will be posted for 5 business days on the following website: <http://discover.pbcgov.org/fdo/art/Pages/Calls-to-Artists.aspx>.

2. Right of Appeal/Protest.

a. Responsiveness Review and/or Shortlist Results. Any Proposer may appeal/protest the responsiveness review and/or shortlist results by submitting a written protest to the Director, Facilities Development & Operations Department within five (5) business days after receiving notice from the Department of the results of the responsiveness review and/or Shortlist Panel 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 & 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 Artist's receipt of the Department's notice of the results of the responsiveness review and/or Shortlist Panel results constitutes a waiver of the proposer's right to protest.

b. Finalist Selection. Any Proposer may appeal/protest a final selection by submitting a written protest to the Director, Facilities Development & 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 & 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 constitutes a waiver of the proposer's right to protest.

3. Negotiations. The County will conduct negotiations with the highest ranked Artist. However, if an agreement is not reached with the top ranked Artist, negotiations will be terminated and the County will move to the second ranked Artist to attempt to reach agreement. If an agreement is not reached with the second ranked Artist, the County will move to the third ranked Artist.

4. Cancellation of Recommended Award. The County reserves the right to cancel the recommended award of any contract at any time before the execution of said contract by all parties without liability against the County. The proposer, by submitting a proposal, expressly waives any claims to damages of any kind whatsoever in the event the County exercises its rights under this subsection.