



CALL TO ARTISTS: Request for Qualifications

City of Salem Community Life Center Mural Project

The City of Salem, MA invites artists from the greater Boston area to submit qualifications for a \$30,000 public art commission grant award to create a large-scale mural in the Great Room at the Mayor Jean Levesque Community Life Center located at 401 Bridge St, Salem, MA 01970.

The Salem Public Art Commission, in conjunction with the City of Salem Department of Parks, Recreation, and Community Services; Mayor Kimberley Driscoll or her designee; and other community stakeholders, will be the acting as Art Jury for the artist selection process.

To be considered for this commission, submit your qualifications via email to jbarry@salem.com and adelaney@salem.com by 4:00 p.m., September 15, 2022. Details below.

The City of Salem Parks & Recreation Department, in partnership with the Salem Public Art Commission is seeking to bring color and beauty into its Community Life Center by adorning the walls of a 1st floor, highly visible, large community gathering space known as 'The Great Room' with a large-scale mural. The form and content of the mural is at the artist's discretion but must be developed in partnership with the constituents of the Community Life Center through workshops and feedback sessions.

From the submissions received, three or four finalists will be selected by the Art Jury. At this stage the Art Jury may elect to conduct "in-person" interviews with each finalist, or they may choose to just reach out to the artist to request additional information in writing. Please note mural mock-ups will not be required or requested as part of this process. One artist will be selected by the Art Jury for this commission, based on the finalists' presentations and pending final formal approval by the Mayor. The selected artist will be required to conduct a minimum of two (2) community meetings, workshops, and/or feedback sessions to gather input from the constituents of the Community Life Center to inform the form and content of the mural. The final design must be reviewed and approved by the Art Jury prior to installation beginning.

The City is seeking qualifications from artists with demonstrated mural painting experience to create a large interior site specific work. The \$30,000 grant commission must cover all services from subject/content development through final completion including but not limited to artist fee, travel, community meetings, materials, mural creation & installation, transportation, and project coordination.

THE SITE:

The Mayor Jean Levesque Community Life Center or 'CLC' (which houses Parks & Recreation, Council on Aging and Veterans Services as well as functioning as a community gathering space) is located at 401 Bridge Street in Salem, MA 01970 and serves the needs of Salem residents of all ages with a variety of services, events and activities including cultural programs, special events, exercise classes, sightseeing trips, museum tours, book clubs, in- and out-of town trips, social services, daily hot lunches, and overall support services to ensure that all residents can maximize the quality of their life. For those over 55 or disabled, the CLC offers transportation to medical appointments, grocery shopping, and other personal appointments, as well as transportation to and from the center itself. The CLC social services team assists individuals with health insurance whether retiring, choosing new insurance, or just looking for help navigating the health insurance maze. CLC social workers provide help with housing, food benefits, fuel assistance, and more.

MURAL PARAMETERS:

- Subject matter to be informed by conversations with Community Life Center constituents to ensure reflection of and connection to the site here in Salem.
- Proposed subject matter must be reviewed and approved by members of the Art Jury.
- Preferred media is low VOC, water-based, high-quality, gloss finish, interior wall paint or printed vinyl overlay/wall cling.
- Mural location is in the Great Room, which is a 40ft x 60ft rectangle with a 25ft high ceiling and an adjacent stand-alone wall that measures 22ft long x 25ft high. (See room floor plan and images on pages 4-6 of this document.)
- The idea is to have one wall that is the main focus area of the mural (we will call this wall 'Wall A' see attached floor plan, this wall does not need to be entirely covered with mural) with elements of the mural wrapping around the room (on Walls B, C, D, & F) and connecting the nearby stand along wall (Wall E) to provide an immersive, joyous, and playful environment. However, artists may choose to develop one large mural that would just be on Wall A if content development deems it appropriate.
- The walls of the Great Room are a light yellow and will not be changed for the mural installation so artists must be comfortable working in a room with this color on the walls and plan their mural accordingly.
- The \$30,000 grant commission must cover all associated project costs including materials, travel etc.

THE ARTIST SELECTION PROCESS:

- Artists submit qualifications by sending the require documents (see list below) via email to: jbarry@salem.com and adelaney@salem.com.
- The Art Jury reviews all submissions and selects 3-5 finalists.
- Finalists may be invited to interviews/presentations.
- Art Jury will select one artist to be awarded the commission grant.

Required Submission Documentation Includes:

- Ten (10) .jpeg image files or One (1) PDF document including (ten)10 images providing examples of relevant previous work
- A formal CV or Resume in PDF form
- Brief biographical information in PDF form
- Statement of interest for this specific commission including why the project resonates with you, a brief overview of how you would approach the project and examples of past collaborative design experience. (1-2 pages max)

MURAL CREATION PROCESS:

- The selected artist will be paid one-third of the total commission for supplies and design time amount upon signing of City contract. (October 2022)
- Contracted artist will begin work by meeting, virtually or in person, with members of the CLC community and stakeholders to help identify the subject, content, and style of the mural. (Approximately 2 months –November & December 2022)
- Artist will review identified subject matter with Art Jury, review feedback and incorporate feedback into design considerations. There may be no more than 2 of these reviews out of respect for artists' time. (January 2023)
- Once the content is identified and agreed upon by all parties, including the artist, the artist will begin work on the creation of the piece. (January 2023)
- Artist holds a creation mid-point check in with Senior Planner for Arts & Culture and/or full Art Jury (January 2023)
- Artist completes mural. Remaining two-thirds balance of contact paid upon completion of work that meets City's satisfaction and standards. (February 2023 - This date can shift slightly if the artist needs more time to complete a high-quality work).
- The new work is unveiled at a public celebration*. (February 2023) *Note: It is the desire of the City

of Salem to host the artist to give a talk about the work and their process at an event once the work is completed.

FULL TIMELINE:

September 15, 2022 4pm	Deadline for submissions of qualifications
September 30, 2022	Finalists selected
October 3-14, 2022	Selected finalists' interviews & Art Jury recommendations to PAC
October 18, 2022	Public Art Commission ratification of Art Jury recommendation
October 19-31, 2022	Contract Development
November 1, 2022	Public announcement of selected artist
Nov. 2022-Feb. 2023	Work Created
January 2, 2022	Project Mid-point Check-in
February 28, 2022	Project Completed/ Unveiling Celebration & Artist's Talk Scheduled

ELIGIBILITY:

- Must have demonstrated experience in executing murals
- Must have demonstrated experience in collaborative mural design using community input.
- Preference will be given to North Shore based artists. Salem residency not required.
- Salem is committed to providing equal opportunities for ALL. Artists of all gender, race, ethnicity, national origin, age, sexual orientation/ identity, religion/beliefs, education and physical ability are encouraged to apply.

HOW TO SUBMIT YOUR 'QUALIFICATIONS':

- Artists submit qualifications via email to jbarry@salem.com and adelaney@salem.com
- Requested qualifications are:
 - Ten (10) .jpeg image files or One (1) PDF document including (ten)10 images providing examples of relevant previous work
 - A formal CV or Resume in PDF form
 - Brief biographical information in PDF form
 - Statement of interest for this specific commission including, why the project resonates with you, a brief overview of how you would approach the project, and examples of past collaborative design experience. (1-2 pages max)
- Deadline for submissions of qualifications is **Thursday, September 15, 2022 by 4:00pm**

DISCLOSURE STATEMENT:

The City of Salem is not liable for any costs incurred by the proposer in submitting this proposal. The City reserves the right to reject any or all proposals and to award the agreement in its best interest. The City reserves the right to make multiple awards. Any municipal permit fees required will be waived by the City, however, the awarded artist may still be required to pull the permits.

MGL c. 30B, §2 defines "Grant agreement", [as] "an agreement between a governmental body and an individual or nonprofit entity the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body. Therefore, this Contract is exempt from the rules and regulations of MGL 30B S. 5 or 6.

The City of Salem does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

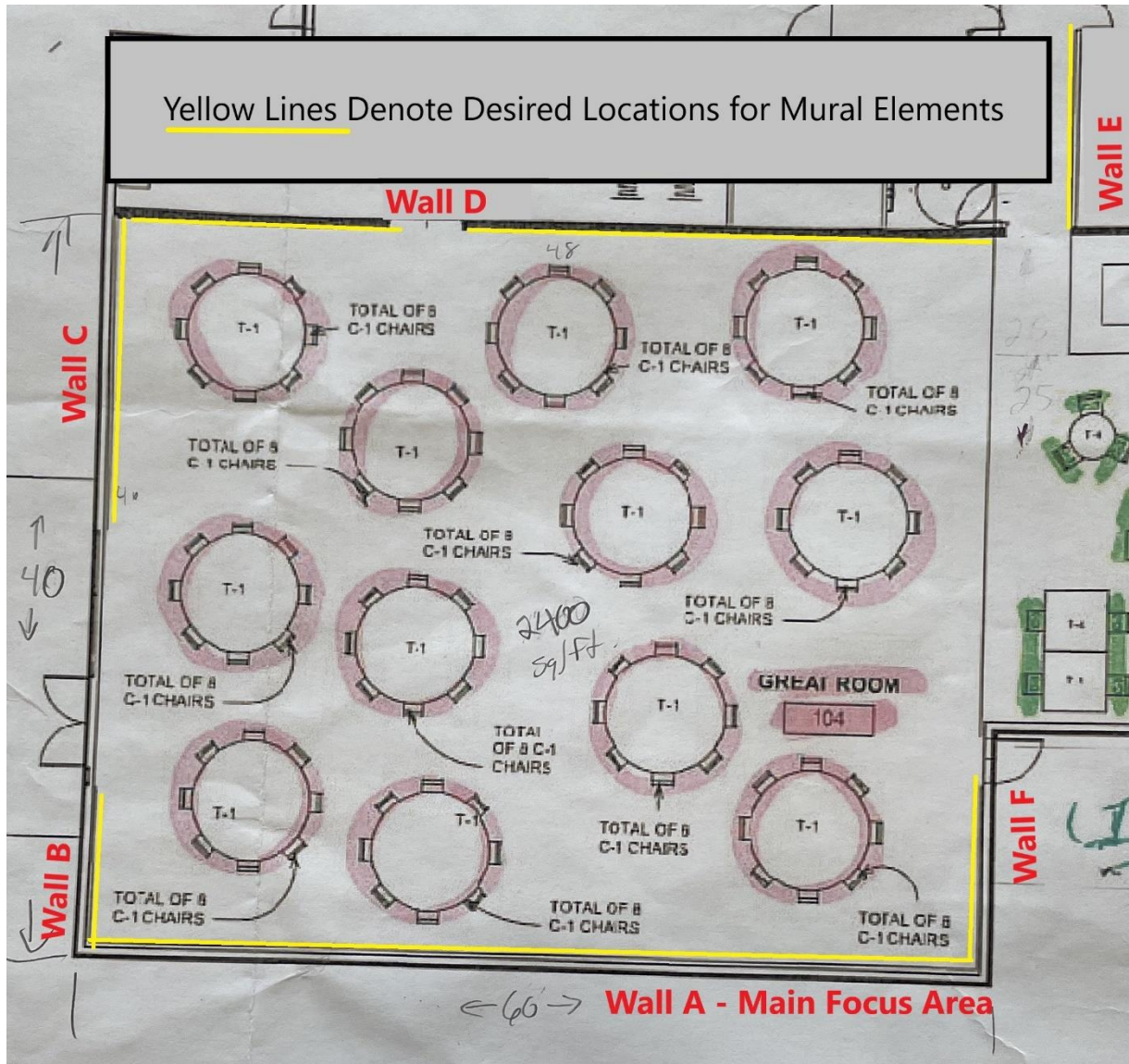
Attached is the City of Salem contract with insurance requirements which will be executed. A Certificate of Insurance will be required at the time of contract execution.

FOR QUESTIONS CONTACT:

Julie Barry, Senior Planner of Arts & Culture at jbarry@salem.com or 978-619-5681.

REFERENCE IMAGES:

FLOOR PLAN



WALL A





WALL B



WALL C

WALL D



WALL E – ADJACENT TO GREAT ROOM



WALL F (LOOKING TOWARDS WALL E TO THE LEFT BEHIND COUNTER)

NOTE: POTENTIAL COVERAGE AREA OF THIS WALL INCLUDES PORTION ABOVE OPEN DOORWAYS





CITY OF SALEM
Planning & Community Development Department
Public Art Grant Agreement
Mayor Jean Levesque Community Life Center Mural Project
Contract Number: 23EX-01-PA

THIS GRANT AGREEMENT made and concluded this XXX day of XXX in the year Two Thousand XXXXXXXX by and between XXXXXXXXXXXX; hereinafter referred to as the (Vendor) and the City of Salem, 93 Washington Street, Salem, MA 01970, a municipal corporation established under the laws of the Commonwealth of Massachusetts, acting by and through its Mayor, Kimberley Driscoll; its Purchasing Agent, Anthony Delaney; and its Planning and Community Development Department's Arts & Culture Programs, thereto duly authorized, and collectively hereinafter referred to as the (City).

WITNESSETH, that the said Vendor has agreed and by these presents does agree, for the consideration hereinafter contained, to create a mural for the Mayor Jean Levesque Community Life Center's Great Room in partnership and collaboration with its constituents with a Performance Period of November 2022 – February 2023.

It is furthermore agreed by the Vendor that the performance of this contract shall be strictly in accordance with the attached Scope of Work RFQ/Call for Artists and the Vendor's submission proposal dated September 15, 2022, which are both now on file at the Office of the City Purchasing Agent of Salem, Massachusetts and hereby made a part of this contract by reference and hereinafter referred to as "The RFQ".

In case of any alteration of this contract, so much thereof as is not necessarily affected by the change, shall remain in force upon all parties hereto; and no payment for supplies and services furnished under such alteration shall be made until the completion of the whole contract, and the adjustment and payment of the bill when rendered for same shall release and discharge the said City from any and all claims or liability on account of any supplies and services furnished under this contract, or any alteration thereof.

The Vendor shall not assign or transfer this contract, or any part thereof without the prior written consent of the Purchasing Agent of said City.

And the said Vendor further agrees to indemnify and save harmless the said City of Salem, its officers and agents from all claims and actions of every name and description brought against the said City, or its officers and agents, for or on account of any injury or damage received or sustained by any person, structure or property, by or from the said Vendor, servants or agents, or by, or on account of, any act or omission of the said Vendor, or servants or agents, in the performance of this contract; and the Vendor hereby agrees that so much of the money due to under, and by virtue of, this agreement, as shall be considered necessary by said Purchasing Agent, may be retained by the City until all such suits or claims for damages as aforesaid, shall have been settled, and evidence furnished to the satisfaction of said Purchasing Agent, provided, however, that notice of such claims, in writing and signed by the claimants, shall be previously filed in the offices of the City Clerk of said City.

IN CONSIDERATION WHEREOF, the City agrees to pay to the Vendor Thirty Thousand Dollars (\$30,000), said payment to be made within thirty days from receipt and acceptance of a reasonably detailed invoice submitted by the vendor to the City in accordance with the payable schedule outlined in the attached the RFQ. THE ABOVE CONTRACT NUMBER MUST BE REFERENCED ON ALL INVOICES IN ORDER FOR THE VENDOR TO BE PAID.

Insurance Coverage:

General - The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the City of Salem, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Vendor's Comprehensive General Public Liability and Property Damage Liability Insurance - The Vendor shall carry Comprehensive General Liability Insurance providing for a limit of not less than One Hundred Thousand Dollars (\$100,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Hundred Thousand Dollars (\$100,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than One Hundred Thousand Dollars (\$100,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Hundred Thousand Dollars (\$100,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Property Damage Insurance - The Vendor shall carry Insurance with Property Damage coverage in the amount of not less than One Hundred Thousand Dollars (\$100,000.00) for all damages to or destruction of property.

If applicable, the Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

The General Liability policies shall name the City of Salem as Additional Insured. In addition, A Waiver of Subrogation in favor of the City of Salem shall be provided for on the General Liability policy.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Salem at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the City of Salem and shall constitute a material part of the contract documents.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

This Agreement may be terminated upon thirty (30) days prior written notice for failure of Vendor to provide adequate service as determined by the Purchasing Agent.

This Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. This Agreement is subject to the provisions of Massachusetts's law, and to all lawful implementing regulations, as amended from time to time.

IN WITNESS WHEREOF the said Vendor hath caused these presents and an instrument of like tenor to be executed in its name and behalf by a properly authorized officer of said company.

An instrument of like tenor to be executed by the City in its name and behalf by its Mayor, Kimberley Driscoll; its Purchasing Agent, Anthony Delaney; and its Planning and Community Development Department's Arts & Culture Programs, All duly authorized as aforesaid, and its corporate seal to be hereto affixed.

VENDOR

By:

CITY OF SALEM

By:

Authorized Officer Signature

Kimberley Driscoll,
Mayor

Authorized Officer Print Name

Anna Freedman,
Finance Director

Tom Daniel,
Dir., Dept. of Planning & Comm Development

Anthony Delaney,
Purchasing Agent

Approved as to form & content:

Elizabeth Rennard, Esq.,
City Solicitor