



**Roswell Public Art for People and Places  
Request for Qualifications**

**Project: Artist Permanent Bike Racks**

**Submission Deadline:**

**November 12<sup>th</sup>, 2018**

**Please Submit Questions and Proposal to:**

Emma Chammah  
Public Art Administrator, Roswell Arts Fund  
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Roswell Arts Fund  
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## Project Summary:

The City of Roswell has been designated as a **Bicycle Friendly Community** by the League of American Bicyclists for eleven years in a row. Roswell was the first city in Georgia to receive this recognition in 2006.

Roswell Arts Fund in partnership with the City of Roswell, Georgia, is seeking artists' qualifications for the design and fabrication of up to ten (10) free form bike racks at high visibility locations in our retail/restaurant areas and park system. This call is for non-traditional bike racks that should be functional and artistically innovative. All bike racks will become a dynamic part of Roswell's public art collection. All sites and installed bike racks will comply with city standards, codes, and policies as identified in this RFQ.

This invitation is extended to all qualified artists with no entry fee. Selected artists will be awarded a commission of up to \$5000 dependent on the submitted cost analysis for design, fabrication, transportation, installation and related expenses. If an art team has created the work, they will share the single payment. Artists will be awarded 50% of the total commission upon entering into the artistic bike rack contract. The remaining 50% will be awarded upon delivery of the completed bike rack and site installation. Given the range of sites and their sizes and locations, we anticipate commissioning bike racks for \$2500-\$5000. The final number of bike racks we commission will be dependent on the cost of the selected artwork/designs.

**Artist Bike Racks** will support and encourage bicycling and the efforts of several bike organizations such as Bike Roswell by enhancing safety, providing much needed bike parking, elevating Roswell's brand, improving our aesthetic experience, and building our public art collection. In Historic Roswell, which is increasingly dense, adding bike racks will encourage an alternative mode of transportation addressing issues with both traffic congestion and parking shortages.

Great cities integrate art, aesthetic elements into the fabric of who they are and that means integrating aesthetic elements into the design of the structure of everyday life. Bike racks are a wonderful way to capture a city's vibe, provoke curiosity, and a smile.

We seek artwork that captures the spirit and brand of Roswell, is compelling for residents and visitors, and connects to the cultural energy of the various neighborhoods and city. If possible, a visit to the city and potential sites is recommended.

**Artist Bike Racks** and artist's profiles will be promoted on our website, [roswellartsfund.org](http://roswellartsfund.org), social media, city websites, emails, etc. We encourage all interested artists to visit [www.roswellartsfund.org](http://www.roswellartsfund.org) for more information.



## About Roswell:

### *Modern Spirit. Southern Soul.*

Roswell's vision: ***A premier riverside community, connecting strong neighborhoods and the entrepreneurial spirit.***

Roswell is a successful city that blends its history with its future, and urbanism with its environmental resources. Roswell is home to a wealth of artists, performance venues, nonprofit organizations, galleries, and historic homes.

In addition, Roswell has become a robust dining destination, boasts a Triple AAA Bond rating, enjoys a unique proximity to the Chattahoochee River and has 22 parks with more than 1000 acres of active and passive parkland facilities.

Roswell has been awarded many designations, including the following recognitions and awards:

#### City Recognition

- **Named a Gold Certified Green Community** by the Atlanta Regional Commission for leadership in its environmental and sustainability efforts
- **Named One of the Top Three Cities in the Nation to Raise Your Family:** Roswell was listed third in the book, "Best Places to Raise Your Family," released by Frommer's
- Roswell is ranked the **18th Safest City in the United States** according to City Crime Rankings
- **Named the 6th Best Place to Retire in the United States** by Black Enterprise Magazine
- **City of Excellence** Only 50 cities in the state have been honored with the designation by the Georgia Municipal Association
- Designated as a **Bicycle Friendly Community** by the League of American Bicyclists for eleven years in a row. Roswell was the first city to receive this recognition in 2006.
- "Money Magazine's" **19th Best Eastern U.S. City to Live:** Roswell was ranked 19th for cities with populations under 100,000
- "Atlanta Magazine's" **Best Place to Live in Metro Atlanta:** Roswell was honored twice by "Atlanta Magazine" as the best place to live in the metro area
- **Internationally Accredited Police Department:** Commission on Accreditation of Law Enforcement Agencies (CALEA)
- **State of Georgia Law Enforcement Certification:** Roswell Police Department
- **Nationally Accredited Recreation and Parks Department:** Commission for Accreditation of Park and Recreation Agencies



- **Preserve America Community Designation:** Honored for its efforts in preserving our historic, cultural, and natural heritage

#### Awards

- **Gold Medal for Excellence in Park and Recreation Management** by the American Academy for Parks
- **Trendsetter Award 2006:** Roswell received the award for the Big Creek Wetlands demonstration project from the Georgia Municipal Association
- **Create Community Award 2005:** The Atlanta Regional Commission's most prestigious award. Roswell was honored for its efforts in environmental sustainability
- **Achievement of Excellence in Procurement:** The National Institute of Governmental Purchasing 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015
- **Certificate of Achievement for Excellence in Financial Reporting:** City of Roswell has received a Certificate of Achievement for the last 24 consecutive years, since June 30, 1989
- **Georgia Recreation and Parks Agency of the Year:** 1974, 1979, 1984, 1988, 1990, 1998, 2000, 2004 and 2011
- **Budget Presentation Award:** Government Finance Officers Association 10 consecutive years since June 30, 2004
- **Tree City USA Award:** The National Arbor Day Foundation

#### Roswell Public Art Intent and Goals:

Roswell's *Public Art for People and Places* seeks art of redeeming quality that enhances the aesthetic quality and experience of public places. The public art selected through this initiative will be of high quality, innovative, and embody our city's *Modern Spirit. Southern Soul.*

#### Project Description:

##### Specific Artist Bike Rack Project Objectives include:

- Enhance the aesthetic appeal, interest, and experience of residents and visitors.
- Support and encourage bicycling and the efforts of several bike organizations such as Bike Roswell by enhancing safety, providing much needed bike parking, elevating Roswell's brand, improving our aesthetic experience, and building our public art collection.
- Actualize the City of Roswell's vision/brand to be a "premier riverside community connecting strong neighborhoods and the entrepreneurial spirit", a city that is both modern as well as steeped in history.
- Actualize recommendations of the Imagine Roswell Arts & Culture 2030 study completed in 2015 and our Public Art Master Plan completed in 2017.
- Leverage the river, parks and downtown areas and their frequent visitors.
- Build collaboration between the various Roswell City departments, commissions,



boards, business, and civic organizations.

### **Artist and Artwork Eligibility:**

- This call is open to all professional artists and artist teams. Students enrolled in degree programs are not eligible to apply. Applicants must be 18 or older.
- Artist must demonstrate experience in design, fabrication and installation of public art and present a consistent body of work that embodies artistic merit and innovative functional design.
- Artists will be working with various stakeholders (Roswell Arts Fund, the City and sponsors) and therefore must demonstrate experience working collaboratively.
- Artists may be asked to incorporate branding elements specific to individual sponsors.
- Artwork/design must be original, one-of-a-kind artwork. Multiple edition work will not be considered.
- Artwork may be part of an existing inventory and may be considered dependent on date of construction, materials, size, theme.
- Artwork/Design should be appropriate for outdoors (weather resistant), and active pedestrian environments, safe for the public and bikes (no sharp edges), and appropriate for all ages.
- Artwork/Design must be site-specific and aesthetically appropriate for streetscape and surroundings.
- Bike Racks must be fabricated and finished with non-hazardous materials, be low maintenance, and durable (such as powder-coated metal, stainless-steel, polished concrete, composite acrylics or appropriate recycled materials).
- Bike Racks should be a minimum of 30 inches apart to allow for handlebars, pedals and maneuvering.
- Bike racks should function for a wide variety of bicycle sizes and fit 4-8 bicycles per rack based on location and dimensions.
- Bike racks should incorporate best practices from National Bike Parking Standards (<https://www.apbp.org/page/Publications?>)
- Bike racks should be as vandal resistant as possible.

### **Bike Rack Design Guidelines:**

**Bike Racks installed on City Property must comply with City of Roswell UDC for Bike Racks:** Bike Racks installed on public Right of Way, must prove the bike rack meets or exceeds the city UDC requirements:

#### **Roswell UDC**

**10.1.11. Bicycle Parking Facilities** The following general provisions apply to all required bicycle parking facilities (see Sec. 10.1.3.B.).

- A. In no case is a single use required to provide more than 20 bicycle parking spaces.



- B. Each required bicycle parking space must be at least 2 feet by 6 feet. Where a bike can be locked on both sides of a bicycle rack without conflict, each side can be counted as a required space. 2' 2' 6'
- C. Bicycle racks must be securely anchored, be easily usable with both U-locks and cable locks and support a bicycle at 2 points of contact to prevent damage to the bicycle wheels and frame.
- D. Bicycle racks must be publicly accessible and be located no more than 100 feet from the building entrance the bicycle rack is intended to serve.
- E. Bicycle parking must be provided in a well-lit area.
- F. Spacing of the bicycle racks must provide clear and maneuverable access.

**Bike Racks installed on private property are not bound by the City of Roswell UDC, but the UDC requirements will be seriously considered and preferred.**

#### **Public Art Selection Process and Panel:**

This panel is comprised of diverse Roswell stakeholders including business, civic and community leaders as well as art professionals. At least one person on the Panel will be an artist, one will be a community representative, and at least one person on the panel will serve as a Conservator, able to assess materials, design and siting as it relates to installation and potential maintenance costs.

The Public Art Selection Panel will seek to choose a well-balanced and diverse Artwork/Design with a variety of styles, types, and sizes. Structural and budget feasibility will be critical. Up to ten finalists and up to three alternates will be selected.

If the bike rack is to be installed on City property, the selected Artwork/Design will need to be approved by the appropriate department.

After the submission deadline members of the Roswell Arts Fund will prescreen the applications for the Selection Panel to ensure completeness and eligibility in order to identify a list of qualified candidates with appropriate experience for this project.

The Public Art Selection Panel is not required to select from among submitted applications and reserves the right to invite artists who do not apply.

#### **Submission Requirements: (Please see Appendix B: Artist Submission Checklist)**

- **Applications must be received no later than November 12<sup>th</sup>, 2018**
- Send to all submission documents to [publicart@roswellartsfund.org](mailto:publicart@roswellartsfund.org)
- Electronic submissions only
- Submission by regular mail will not be considered.
- Submitted applications will serve as an agreement to the conditions herein stated for the commission for Artist Bike Racks.



**Applications must include all the following items; incomplete applications will be rejected.**

- 1. Statement of Interest:** In no more than one page using no smaller than 12pt font, outline the artist's interest in producing an Artist Bike Rack for Roswell. Tell us about the artist, the artwork/design/rendering, and why the artist believes their submission is a good fit for Roswell. Please include the artist's full name, address and complete contact information including any professional websites. Statements greater than one page will not be considered.
  
- 2. Artwork/Design/Rendering Details and Requirements:**
  - Each artist may submit a maximum of THREE (3) artwork/designs/renderings for consideration in **ONE (1) application**.
  - Provide details of each submitted artwork/design/rendering including but not limited to title, medium, weight, dimensions (HxWxD).
  - For each artwork/design/rendering provide a complete cost analysis and timeline for design, fabrication, transportation, installation and related expenses.
  - Artist can submit up to 5 high quality 8 x 11" color digital images/fine line drawings per artwork/design (no less than 2) for a maximum of (10) images. Please ensure images show various views of the artwork/design, as well the detail. **PLEASE** include at least one image that has a person & bicycle standing next to the artwork/design so we can better evaluate size and scope of the artwork/design.
    - File format: If digital, each individual image should be in jpeg format
    - File Dimension: If digital, no smaller than 2000p pixels on the shortest side
    - File Resolution: 72 ppi/dpi (standard web resolutions)
    - File Size: Each individual digital image/design/drawing should be no larger than 5 MB. 8 x 11" color digital images.
    - Each individual digital image/design/drawing should be submitted separately from the application and jpeg files should be saved as "lastname\_artwork1.jpg" (the title and number of the digital image should correspond clearly to the list of images included in the application; example: rodin\_thethinker1.jpg)
  - Each email submission (application and/or images/design/drawing) cannot exceed 10MB. Please include "Bike Rack RFQ" in the SUBJECT line.
  - All artwork/designs should be suitable for outdoor installation, safe for users and appropriate for extended outdoor exhibition and exposure to weather. Artists should detail an assessment of all materials in relationship to durability and maintenance.
  - Artist statement of installation requirements. We **seek artwork that does not demand unusual installation requirements**. Please provide detailed information regarding installation method, anchoring procedure, special equipment requirements and any required maintenance.
  - Artist statement of compliance with city standards, codes and policies.
  - Artists may provide site type preference. Please see site type options in Appendix A.



- A plaque will be installed at each sculpture displaying the Artist's name and title of the artwork.
- If the artwork is sponsored by a local business organization, the sponsor's name will be added to the identifying plaque.

**3. Résumé/CV** (two-page maximum): We seek strong professional qualifications and high-quality artwork that demonstrates originality and technical competency. Include education; experience; public exhibitions and commissions on a similar scale; awards, grants or fellowships; works in private, corporate or museum collections; and exhibitions at major museums or galleries. Please distinguish between being **awarded** a commission and being a **finalist** for a commission; temporary art exhibition from permanent; indoor or outdoor artwork. Artists will be required to collaborate with a diverse group of individuals including installers, marketing professionals, sponsors, city employees and volunteers.

**4. List of Recent Art:** Include title, location, date completed, media, brief description of the project. Up to (5) additional images are welcome, (1) image per artwork. Please adhere to the same format and restrictions described in the artwork detail section on pages 6 and 7.

- File format: Each individual digital image should be in jpeg format
- File Dimension: No smaller than 2000 pixels on the shortest side
- File Resolution: 72 ppi/dpi (standard web resolutions)
- File Size: Each individual digital image should be no larger than 5 MB.
- Each individual digital image should be submitted separately from the application and jpeg files should be saved as "lastname\_artwork1.jpg (the title and number of the digital image should correspond clearly to the list of images included in the application; example: rodin\_thethinker1.jpg)

**5. Two professional references.** Include the name, affiliated organization, email and phone number of references who can speak to the artist's ability to meet deadlines and work with the community.

Note: If applying as artist team, please designate one team member as the primary contact and provide complete contact information for that person.

### **Contractual Expectations:**

- Selected artists will be awarded a commission of up to \$5000 dependent on the submitted cost analysis for design, fabrication, transportation and related expenses. If an art team has created the work, they will share the single payment. Artists will be awarded 50% of the total commission upon entering into the artistic bike rack contract. The remaining 50% will be awarded upon delivery of the completed bike rack and site installation. Given the range of sites and their sizes and locations, we anticipate commissioning bike racks for \$2500-\$5000. The final number of bike racks we commission will be dependent on the cost of the





selected artwork/designs. Artist will receive a 1099 for the tax year(s) paid. It will be the responsibility of the artist to report their sales and remit any additional sales or associated taxes.

- Artists will be responsible for transportation of artwork to installation site. Artists will be expected to be present for artwork installation. Roswell Arts Fund will work with each artist to coordinate installation.
- Artists who have submitted a proposal agree that the City of Roswell and Roswell Arts Fund may display models and reproductions/images for non-commercial, educational, and promotional purpose with credit given to the Artist.
- Copyright, including any and all designs, shall remain property of the artist. Upon the completion of the project, finished bicycle racks become the property of the City of Roswell, and subsequently become part of the City of Roswell's permanent art collection.



### Schedule of Steps in RFQ Process

Date	Step
October 1, 2018	Distribute RFQ
November 12, 2018	Submissions close; applications due
January 10, 2019	Public Art Panel Selection Meeting
By January 24, 2019	Artist notification and confirmation of interest and participation. Artists receive and sign contracts by February 15, 2019
By February 15, 2019	Individual Artist timelines for artwork fabrication and installation. Contracts completed
March 1, 2019	Artists receive 50% of commission
Spring 2019	Artists design and fabricate Bike Racks
Spring 2019	Artists and installers connect to discuss installation specifics, and set a date and time for installation
Summer 2019	Final Installation
Summer 2019	Artist receives final 50% of commission
Summer 2019	Opening and Celebration

**Questions about the project may be directed to:**

Emma Chammah  
 Public Art Administrator, Roswell Arts Fund  
[emma@roswellartsfund.org](mailto:emma@roswellartsfund.org)  
 Roswell Arts Fund  
 PO Box 768136  
 Roswell GA 30076  
 Phone: 770.817.6674



## Appendix A

### Artist Permanent Bike Racks Site Criteria & Types

Artist may request a type of site appropriate for their submitted designs. Types include:

#### SHORT-TERM PARKING LOCATIONS (hourly parking)

- Along Biking Trails
- Park entrances
- Shopping/entertainment areas (Canton Street)

#### LONG-TERM PARKING LOCATIONS (daily or weekly parking)

- Local business parks
- Municipal buildings
- Transit stations
- Residential Buildings



## Appendix B

### Artist Submission Checklist

(see pages 5-8 for details)

#### Eligibility

- Professional Artists Only
- If established, artwork construction date
- One of a kind, no multiple editions
- Safe, non-hazardous materials, no maintenance
- Artwork design/rendering complies with all City UDC and National standards

#### Submission

- Electronic submission received by November 12th, 2018
- Statement of Interest
- For each artwork/design/drawing provide a complete cost analysis and timeline for design, fabrication, transportation and related expenses.
- Up to (3) artwork designs/drawings for consideration in ONE (1) application; note title, medium, weight, dimensions (HxWxD)
- Up to (5) digital images per artwork/design/rendering (no less than 2) for a maximum of (10) images/designs/drawings - **(if digital please follow size, resolution, dimension, format, and title instructions)**
- Digital, designs/drawings images submitted individually and titled/referenced accurately: "lastname\_artwork1.jpg (the title and number of the digital image should correspond clearly to the list of images included in the application; example: rodin\_thethinker1.jpg)
- At least one image/design/drawing has a person standing next to the sculpture, so we can better evaluate size and scope of the artwork.
- Installation requirements
- Sculpture construction material
- Maintenance requirements
- Resume
- List of Recent Art and digital images- title, location, date completed, media, brief description of the project; up to (5) additional images (please follow size, dimension, format and title instructions)
- Two professional references