

October 30, 2018

**AMENDED CALL FOR ARTISTS
REQUEST FOR QUALIFICATIONS**

HILLSBOROUGH COUNTY is inviting interested artists to provide responses to this **REQUEST FOR QUALIFICATIONS** for **STAINED GLASS ARTISTS AND/OR DESIGNER FABRICATOR TEAMS** for public art projects in county libraries. Details are included herein.

INSTRUCTIONS TO ARTISTS AND/OR DESIGNER FABRICATOR TEAMS

PROJECT TITLE: PUBLIC ART PROJECTS (STAINED GLASS) FOR VARIOUS COUNTY LIBRARIES

PROJECT GOAL: TO PROVIDE STAINED GLASS FOR HILLSBOROUGH COUNTY PUBLIC LIBRARIES

LOCATION: HILLSBOROUGH COUNTY

SUBMISSION DEADLINE: FRIDAY, NOVEMBER 12, 2018 AT 5:00 PM

DELIVER PROPOSAL BY E-MAIL TO: PublicArt@hillsboroughcounty.org

PHYSICAL ADDRESS OF PROGRAM: DEPARTMENT OF REAL ESTATE & FACILITIES SERVICES, PUBLIC ART PROGRAM, COUNTY CENTER, 23rd FLOOR, 601 E. KENNEDY BLVD., TAMPA, FL 33602

1.0 PROJECT INFORMATION:

- 1.1 Hillsborough County (County) is interested in receiving submissions from artists for the creation of stained glass artwork at various new or existing County libraries. From these initial submissions, the County will develop short-list(s) of artists for further consideration.
- 1.2 The short-listed artists will develop themes and site-specific visual proposals which will enhance and support the mission of the specific County facility.

2.0 SUBMITTAL INSTRUCTIONS:

- 2.1 Artists who wish to be considered for this project must submit the following materials electronically. Ensure that all files sent electronically have been scanned by up-to-date virus scanning software. Files with detected viruses will be destroyed and will not be considered. All images and documents must be accessible in the MS Windows environment. Incomplete submissions will not be considered. The following documents are required:
 - 2.1.1 A current professional resume of no more than 2 pages for each submitting artist.
 - 2.1.2 A list of multi-panel stained glass installations completed in the last 5 years. Please include owner contact information.
 - 2.1.3 A maximum of 8 digital images of completed stained glass artwork. The images shall be in .JPG format. Any masking or borders should be black, not white. Image files must be properly labeled each with artist's last name and a number (1-8) assigned per image list. (e.g.:smith_1.jpg, smith_2.jpg). Artist's name should NOT appear on the image. The first five artworks presented should be those that are most related to this call. Provide details, close-ups or multiple viewpoints of large or complex artworks.
 - 2.1.4 Image ID sheet.

2.2 The following documents are **optional**:

2.2.1 Scans of publications, reviews or other items that may assist the County in evaluation of the artist's capabilities. (No more than 3 items of this type should be included in the submission.)

2.3 Instructions for electronic submission:

2.3.1 Submissions may be made by e-mail to: Publicart@Hillsboroughcounty.org. Large files may be zipped. The use of file transfer sites is not permitted.

2.3.2 As an alternative to email submission, a USB flash drive may be mailed to the address below:

Amanda Grant, Public Art Staff
P.O. Box 1110
Tampa, Florida 33601

2.4 Additional Information and Instructions

2.4.1 Proposals will be reviewed by the Site Advisory Committee and the County's Public Art Committee.

2.4.2 The intent of the review is to short list a group of up to three artists to provide more specific proposals relating to possible themes, character, and materiality of the proposed installation(s). The County may contract with only one artist or artists group to fulfill the requirements of the listed project.

2.3.3 Hillsborough County does not guarantee that any commissions will result from this call.

3.0 ESTIMATED BUDGET, SCHEDULE AND SELECTION PROCESS:

3.1 Estimated Budget For Each Project: \$40,000 to \$50,000.

3.2 Estimated Schedule:

November 12, 2018
– Submission deadline

First Quarter FY19
- Review of artist's submissions
- Artists are selected to provide a site specific proposal.

Second Quarter FY19
- Artists notified of selections
- Proposals ranked and Agreement negotiated with top-ranked proposer.

3.3 Selection Process:

3.3.1 For each library, a Site Advisory Committee composed of members of the public, County staff associated with the location, the County project manager, and members of the Public Art Committee will propose a short-list of a minimum of three artists to develop site-specific proposals. Short-listed artists will be given further information on the project(s). Using this information, each artist will develop site-specific proposal(s). Artists may use models, drawings, computer-generated imagery and material samples to communicate their proposals. They must include in their proposals a working budget. The site-specific proposals will be reviewed and ranked by the Site Advisory Committee.

3.3.2 An Agreement will be negotiated with the artist providing the top ranked site specific proposal. The Agreement provides for the artist to provide the complete artwork and meet all related costs such as travel, materials,

fabrication, transportation, insurance and installation of the work within a mutually agreed time period and for a fixed fee. Progress payments are made over the course of the contract in accordance with a mutually agreed schedule. Compliance with financial arrangements between the artist and his/her sub-contractors is the responsibility of the artist.

- 3.3.3 If an agreement cannot be successfully negotiated in a timely manner with the top-ranked artist(s), the County has the option to negotiate with the artist(s) next in order of ranking.

4.0 REQUESTS FOR INFORMATION/CLARIFICATION:

- 4.1 Any artist requesting additional information, interpretation, and/or clarifications relating to this Call shall make a written request addressed to:

Amanda Grant, Public Art Staff
P.O. Box 1110
Tampa, Florida 33601
e-mail: Publicart@Hillsboroughcounty.org

- 4.2 If it is deemed necessary, an addendum to this Call for Artists may be issued through the Hillsborough County Public Art webpage at:

<https://www.hillsboroughcounty.org/en/residents/recreation-and-culture/art-and-culture/call-for-artists>

5.0 RISK:

- 5.1 Persons responding to this Call do so at their sole expense and risk. The County reserves the right to change or cancel this Call at any time.
5.2 No proposer is guaranteed the award of an Agreement or any work as a result of being selected for this project.
5.3 Any changes made to this Call shall be made by means of a written addendum. It shall be the responsibility of the Artist to assure that all addenda have been received prior to submitting a proposal.

6.0 PUBLIC RECORDS ACT:

- 6.1 Pursuant to Florida Statutes, sealed responses to this Call to Artists are exempt from the public inspection requirements of the Public Records Act until such time as the announcement of a decision based on the proposals or within 30 days after proposal receipt date, whichever is earlier.

END OF DOCUMENT