

CITY OF TULSA, OKLAHOMA  
**COX BUSINESS CENTER  
SCULPTURAL INSTALLATION**

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PERCENT FOR ART PROJECT: REQUEST FOR PROPOSALS



**Prepared by:**  
The Arts & Culture Program of the Tulsa Planning Office at INCOG  
**on the behalf of:**  
The City of Tulsa Arts Commission

**Proposal Location:** COX Business Center  
100 Civic Center  
Tulsa, OK 74103

**Project Budget:** \$430,000

**Artform:** Sculpture

**Purpose:** The installation should serve as 1) a beacon for the newly renovated COX Business Center 2) a landmark for the City as a whole, and 3) as an accessory to gatherings and other programming around the Civic Center Plaza space.

**Proposals Due:** 5:00 PM CDT Wednesday, May 22, 2019

**Point of Contact:** JT Paganelli | Planner - Arts & Culture Program  
Tulsa Planning Office at INCOG  
[jpaganelli@incog.org](mailto:jpaganelli@incog.org) | (918) 579-9455  
2 W Second Street, Suite 800  
Tulsa, OK 74103

## Project Background

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The City of Tulsa and Tulsa Planning Office's Arts & Culture Program are seeking qualifications and conceptual proposals from professional artists and designers for a sculptural installation to be commissioned outside the newly-renovated COX Business Center.

The project site rests in an area primed for revitalization and publicity: renovations to the COX Business Center's main entryway will combine with the installation of new green space to attract growing numbers of people moving between the Business Center and the nearby hotels, library and BOK Arena.

### *Artistic Goals*

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One or more exterior sculpture pieces have been envisioned for this artwork, to be located on a plaza that will be constructed on the eastern side of the Cox Business Center. Structural design parameters with the proposed plaza floor plan are shown in the reference materials found at the end of this RFP.

The artwork should be designed to serve as a beacon for the newly renovated COX Business Center and as a landmark that honors the City's cultural heritage while staking out its global future. The selected artist/artist team will be expected to engage with the City's design team when developing the concept for their artwork. The artist shall determine the artistic expression, scope, design, color, size, material and texture of the Work, subject to review and acceptance by the City.

The artwork should also be designed aesthetically and structurally to withstand potential relocation from Fifth Street Plaza, as the Plaza is envisioned to be reconstructed as part of the recently-adopted Arena District Master Plan.

### *Budget*

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The budget for the entirety of the project shall not exceed \$430,000. The \$430,000 budget includes but is not limited to: all artist design and project management fees, travel, models and renderings of artwork, equipment, fabrication, transportation, and installation of artwork, its foundation, footings, lighting, markers, all required insurance and permits, and contingency.

## Selection

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Tulsa Planning Office Arts & Culture Program and City of Tulsa Arts Commission are administering the artist selection process in partnership with key stakeholders.

The selection process will occur in three phases. During **Phase 1**, the City of Tulsa will convene the Steering Committee to evaluate artists' site-specific proposals. The Steering Committee **may** select up to five finalists to compete in a final pitch.

During **Phase 2**, finalist artists will present their proposals to the Steering Committee during interviews. The Steering Committee will convey its recommendations to the Arts Commission, who decide whether to convey a recommendation to the Mayor, who holds the authority to commission the artwork.

**Phase 3** includes contract negotiations, execution, and the formation of long-term maintenance recommendations relating to the project between relevant project managers.

The Arts Commission and Steering Committee reserve the right to reject all proposals.

## Timeline

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Phase 1	
RFP Open	Between Thursday, April 11, 2019 & Wednesday, May 22, 2019
Pre-Submittal Meeting 1	10:30 AM CDT Thursday, April 25, 2019
Pre-Submittal Meeting 2	10:30 AM CDT Wednesday, May 8, 2019
<b>Proposals Due</b>	<b>5:00 PM CDT Wednesday, May 22, 2019</b>
Proposals Distributed	Wednesday, May 29, 2019
Steering Committee Proposals Scoring	Between Wednesday, May 29, 2019 & Friday, June 7, 2019
Scores Tabulated	Between Monday, June 10, 2019 & Tuesday, June 11, 2019
Steering Committee Shortlisting Meeting	Between Wednesday, June 12, 2019 & Tuesday, June 18, 2019
Notification of Shortlisted Artist, Signing of Artist Agreements	Wednesday, June 19, 2019
Phase 2	
Site Visit/Shortlisted Interviews	Between Monday, July 8, 2019 & Friday, July 19, 2019
Steering Committee Recommendation Meeting	Between Monday, July 8, 2019 & Friday, July 19, 2019
Arts Commission Review of Recommendation	Monday, August 12, 2019
Phase 3	
Contract Preparation	Between Tuesday, August 13, 2019 & Friday, September 6, 2019
Design & Permitting	Between Monday, September 9, 2019 & Monday, September 30, 2019
Fabrication & Installation	Between Tuesday, October 1, 2019 & March 27, 2020

## Pre-Submittal Meeting

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To be eligible for selection, you must attend or call in to **AT LEAST ONE** of the listed pre-submittal meetings. The meetings will be held at 10:30 AM and hosted in the Tulsa Planning Office: **2 W Second Street, Suite 800 Tulsa, OK 74103.**

To attend or call in, you must RSVP (at least 24 hours in advance) by emailing [jpaganelli@incog.org](mailto:jpaganelli@incog.org) for a call-in code.

## Artist Eligibility

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The project is open to all professional artists, age 18 and over, regardless of residence, race, color, religion, national origin, gender, military status, sexual orientation, gender identity, marital status, or physical or mental ability. Artist teams are eligible to apply, including teams of artists from multiple disciplines. Teams must include at least one visual artist.

Artists shall generally be eligible for no more than one major project (over \$25,000.00) during a three-year period through the Arts Commission for the City of Tulsa. It is the Artist's obligation to disclose in their proposal if they do not meet this requirement.

Failure to disclose may result in immediate disqualification of the submission.

The Artist, an independent contractor, is responsible for complying with state and federal requirements pertaining to Workers Compensation insurance and employee liability insurance and shall obtain and maintain insurance satisfactory to the City covering comprehensive general and automobile liability. The Artist bears all risks of loss, damage to, or theft of the Work while it is being made, transported, and/or installed until final approval of the Work by the City.

A sample contract from the general contractor can be accessed here:

<https://drive.google.com/file/d/1ZkXfO6qGaKNI7w5rkvk3PKDLy6Vt8pRo/view?usp=sharing>

## Selection Criteria

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- 1) Experience completing a public project in a prominent location with a comparable budget
- 2) Sensitivity, creativity, and engagement with diverse communities
- 3) Interest in the influence of cultural events and trends on Tulsa's community history, as outlined within the "Context" section of this document

## How to Apply

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Artists interested in being considered should submit their proposals to the Arts & Culture Program no later than **5:00 PM CDT on Wednesday May 22<sup>nd</sup>, 2019**.

**Formats:** An email with Subject: "ArtistName COX RFP" containing an attached, zipped folder named "ArtistName\_COXRFP.cot" **AND** 15 spiral-bound, 8.5"x11" single-sided copies of all the materials included in the above-mentioned folder sent to:

JT Paganelli | Planner - Arts & Culture Program  
Tulsa Planning Office at INCOG  
[jpaganelli@incog.org](mailto:jpaganelli@incog.org) | (918) 579-9455  
2 W Second Street, Suite 800  
Tulsa, OK 74103

**Note:** once the electronic folder is zipped, change the extension .zip to .cot. If you need assistance, call the Arts & Culture Program at (918) 579-9455

## Application Requirements

The following documents should be contained within the attachment folder:

**PDF 1:** Letter of Interest: (Name file as *YourNameLOI.pdf*) - The letter must not exceed one 8.5" x 11" page in length and should explain why you are the right artist to complete this project.

**PDF 2:** Ideas and Themes Brief: (Name file as *YourNameBrief.pdf*) - The Brief relates to the applicant's conceptualization and influences for the art. It should convey, on no more than four 8.5" x 11" pages, your approach to researching and executing the project.

*The brief is a conceptual proposal for a specific design. It should include a rationale but NOT a budget nor any detailed information regarding subcontractors, fabricators, architectural plans, or insurance (these aspects will be required as part of presentations made by finalists during phase 2 of the process).*

**PDF 3:** Resume(s): (Name file as *YourNameResume.pdf*) - Include education and recent commissions, exhibitions, collections, related experience, honors and grants, bibliography, affiliations (within the last 10 years). A three-page maximum for individuals or each principle member of the team applies.

(continued on next page)

**PDF 4: References:** (Name file as YourNameReferences.pdf) - On no more than two 8.5"x11" pages, list three professional references with a thorough knowledge of your work and methods. The list must include at least one client who commissioned you for an artwork installation within the last 10 years. The list also must include complete addresses and telephone numbers.

**PDF 5: Schedule:** (Name file as YourNameSchedule.pdf) - Explain your availability, on one 8.5"x11" page, during the execution phase, and what on your agenda would impact your ability to deliver on the project.

**Image Files – Work Samples:** Submit up to 10 images not exceeding 1920 pixels on the longest side. Rendering resolutions should exceed 72 dpi for a general range of 2-5 MB each image. Number images in order of preferred viewing (i.e., 01\_Name\_COXBusinessCenter.jpeg).

You may share up to two links to video samples on an unlocked YouTube or Vimeo account (preferred, other sites permitted); total viewing time per application shall not exceed 10 minutes.

**Work Sample Descriptions:** A corresponding description must accompany each sample and includes titles, names of artist(s), dates of work, the commissioning entity, budget, collaborative partners, media and material, and a brief mention of the applicant's role in the work.

## Context

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Tulsa was born as a boomtown, at the front lines of the oil rush. Having the faith to drill a hole in the ground—praying to strike oil—was the risk-taking and innovation that ushered in a period of innovation and invention in the 20th century.

The City has kept that spirit of risk-taking and innovation ever since. As a town with plenty of land to grow, the community built the nation's third-highest concentration of art deco skyscrapers in the country—because that's what world-class cities did. After two devastating floods, the community united and spent the next two decades building the nation's best stormwater management system. And when it came to building a downtown arena, Tulsa selected a top-notch architect—Cesar Pelli—to build a masterpiece in the BOK Center that sparked our downtown renaissance and ranks as one of the top arenas in the world.

That risk-taking and innovation has been matched with a community that cares deeply about one another. Tulsa is a community that welcomes, provides opportunity, and takes care of one another. That spirit of community has built the second-largest community foundation in the nation, and a United Way that is in the top one percent in per capita giving. A commitment to everyone's success led to the creation of Tulsa Achieves, an initiative launched in 2007 that provides full tuition and fees to Tulsa Community College for every high school senior that graduates with a 2.0 grade average. And the belief that the community is strongest when it comes together led to the largest private gift to a public park in U.S. history, The Gathering Place.

Tulsa is building a world-class city. Join us to build an art installation that will be a landmark for our future.

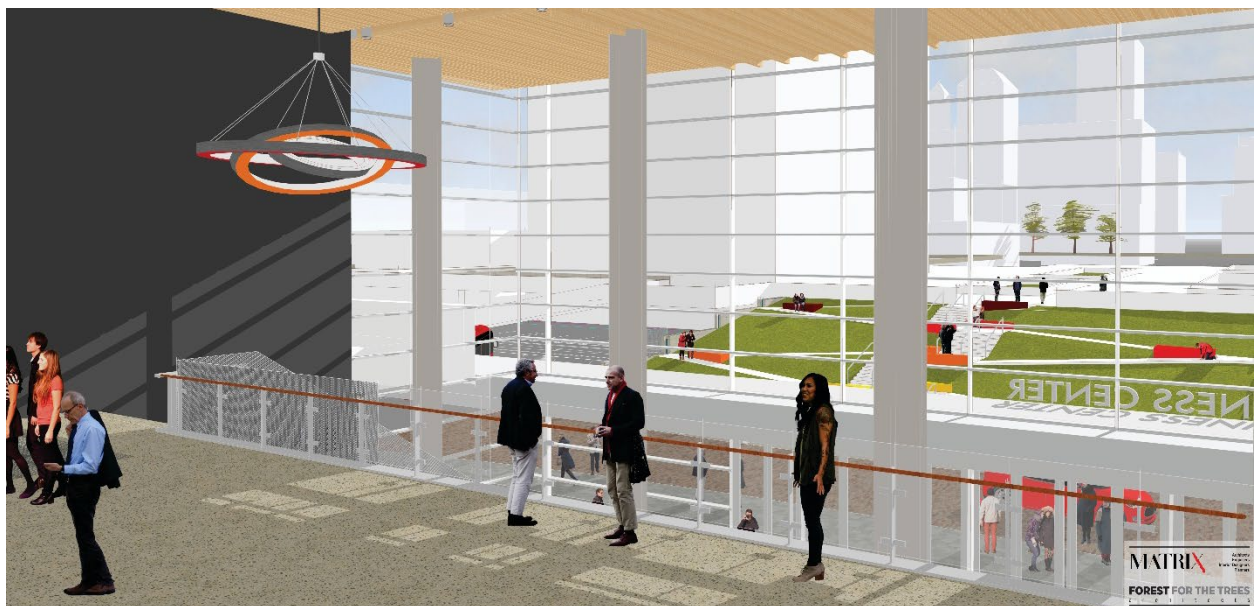
## Architecture

The Cox Business Center exists in a catalog of buildings designed by renowned Northwest Arkansan architect [Edward Durrell Stone](#). Stone, who collaborated with Tulsan architect RL Jones on the Cox Business Center, also designed famous buildings like Radio City Music Hall and the Museum of Modern Art in New York City, the Kennedy Center for the Performing Arts in Washington, D.C., and St. Louis' former Busch Stadium.

*View of the plaza looking west:*



*View of the plaza from inside the atrium, looking east:*



## *VISION Tulsa*

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### **COX Business Center Renovation**

[Vision Tulsa](#), passed overwhelmingly by voters in 2016, provided more than \$54 million to renovate the COX Business Center. These funds will ultimately convert more than 41,000 square feet of exhibit and meeting space and construct a grand new entrance and plaza welcoming visitors from downtown Tulsa. This art installation is funded through a one percent allocation of the project's construction budget for public art, as outlined in the City's Percent for Art Ordinance.

#### **DESIGN TEAM**

MATRIX Architects Engineers Planners Inc | [matrixae.com](http://matrixae.com)

Forest For The Trees | [ffttrees.com](http://ffttrees.com)

The City has selected a Construction Manager at Risk for this project – Tulsa Vision Builders (TVB). The agreement with the Artist will be between the Artist and TVB. Construction is currently underway and is expected to be complete by August of 2020.

### **Arena District Master Plan**

Launched in February of 2018 and adopted unanimously by the Tulsa City Council in January 2019, the [Arena District Master Plan](#) will help guide the City and its partners in creating a thriving, 18-hour district around the District's anchor institutions of the BOK Center and Cox Business Center. The ADMP assesses the current state of the District, evaluates the potential of public infrastructure investments, identifies opportunities for private development, and provides a phased roadmap for future decisions.

Specifically relevant to this project, the plan calls for the ultimate demolition of the current parking plaza to the east of the Cox Business Center and for the construction of a new Civic Center Commons that would ultimately extend to Fifth Street and Denver Avenue.

## *Stakeholders*

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### **COX Business Center**

The COX Business Center is a national-award winning venue in downtown Tulsa offering over 300,000 SF of event space. The facility has 34 meeting rooms, Oklahoma's largest ballroom, over 102,600 SF of column-free exhibit space, and offers in-house catering, AV, floral and IT services. Owned by the City of Tulsa, COX Business Center is part of Vision 2025—a project to grow economic and community infrastructure for future generations. The venue generated \$30 million in economic impact for the city in 2017 and was also one of five venues in the nation selected for the International Association of Venue Managers for the Venue Excellence Award in the same year. The venue is managed by SMG—a world leader in venue management. For more information, visit [www.coxcentertulsa.com](http://www.coxcentertulsa.com)

### **SMG**

Founded in 1977, SMG provides management services to 233 public assembly facilities across the globe and manages more than 15 million square feet of exhibition space and more than 1.5 million sports and entertainment seats. As the recognized global industry leader, SMG provides venue management, sales, marketing, event booking and programming, construction and design consulting, and pre-opening services for such landmark facilities as McCormick Place & Soldier Field in Chicago, Moscone Convention Center in San Francisco, Houston's NRG Park and the Mercedes-Benz Superdome in New Orleans. SMG also offers food and beverage operations through its concession and catering companies and is currently serving more than 140 accounts worldwide. For more information, visit [www.smgworld.com](http://www.smgworld.com)

## **City of Tulsa**

### **ARTS COMMISSION**

The Commission is charged with assisting the City in matters concerning public artwork, giving guidance in purchases and maintenance of existing artwork, providing a source of respected opinions and advice concerning public matters having aesthetic implications, reviewing public signage issues (including neighborhood signs), stimulating superior aesthetic quality in all phases of physical development within the community and assisting in the procurement of additional works of public art.

### **ARTS & CULTURE PROGRAM**

A component of the Tulsa Planning Office at INCOG, the Arts & Culture Program facilitates processes that help make and market Tulsa as a place of artistic and cultural tradition and innovation. As an interface between Tulsa's artistic community and municipal resources, the Arts Office assists in the approval of beautification projects, the maintenance and marketing of public art, and the long-term cultivation of Tulsa's cultural resources.

## **Reference Materials**

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- 1) Structural plan (including loads)



## ENTRY PLAZA

Scale: Not to Scale

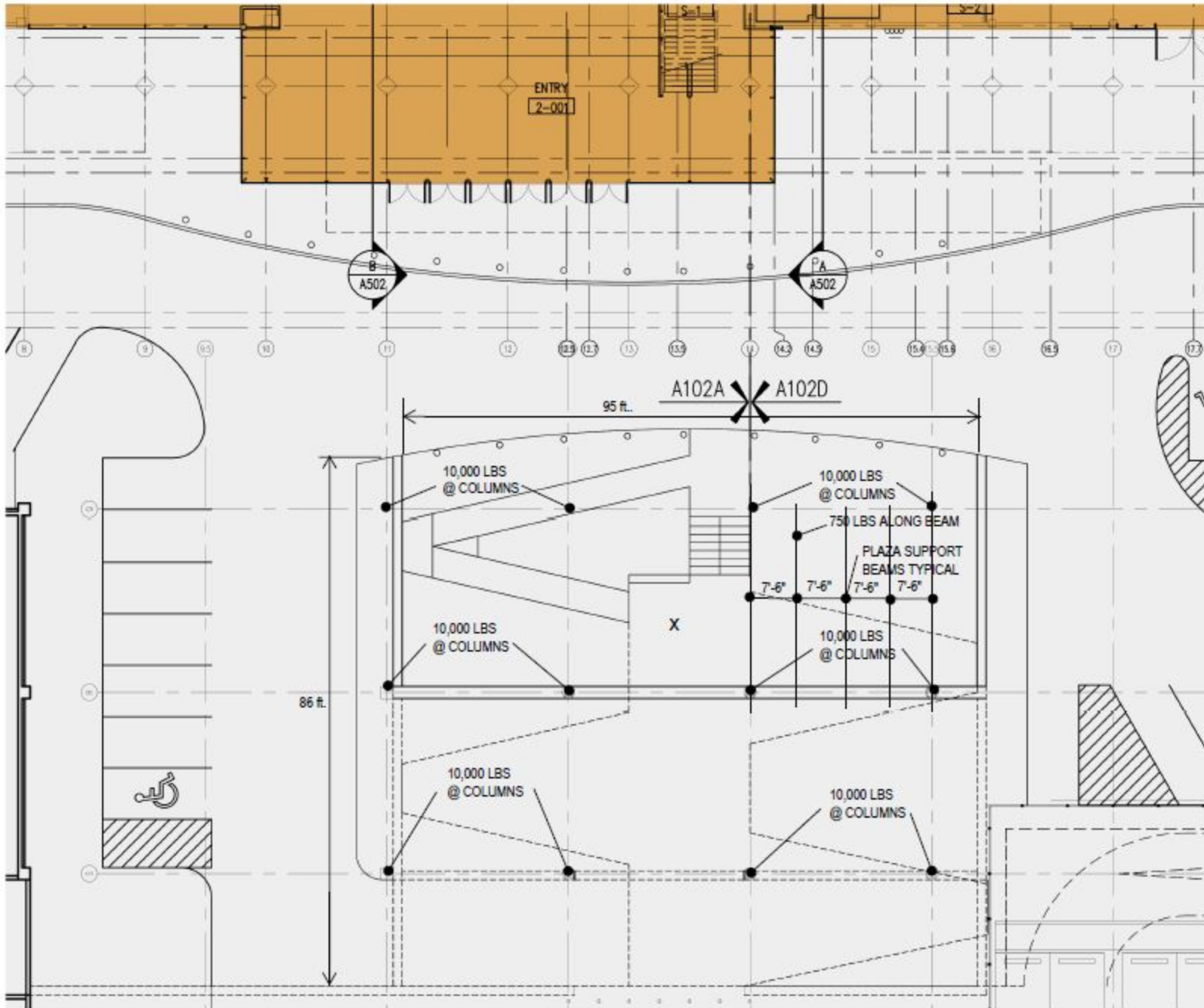
March 14<sup>th</sup>, 2019

architects, engineers, interior designers, planners

**MATRIX**

**FOREST FOR THE TREES**  
architects

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Plaza Plan