

2024 Prior Lake Community Artist

Request for Qualifications (RFQ)

The City of Prior Lake's Arts and Culture Committee invites experienced public artists or teams to submit qualifications to become the Prior Lake Community Artist in 2024. The selected artist will develop an outdoor public art sculpture that reflects the history of Prior Lake.

The selected Prior Lake Community Artist will:

- Research and consider the local history of Prior Lake while developing project design. The concept can consider, for example: a historical event, theme, person, culture, or moment.
- Provide a conceptual design for the sculpture, with up to three revisions, for approval by the Committee.
- Identify a preferred location(s) for the artwork. The City will initially provide potential locations, and will review and approve Artist's desired location(s).
- Fabricate and install a permanent public artwork sculpture in downtown Prior Lake, this may include one piece or multiple small-scale pieces. All mediums will be considered. The artwork should have a minimum life span of 10 years and require minimal maintenance.
- Participate in promotional videos, materials, interviews, etc. to document and promote the artwork.

Eligibility:

To be considered for this RFQ, the artist or team must meet the following criteria:

- Is 18 years or older, and a resident of Minnesota, preferably with a connection to Prior Lake and/or Scott County.
- Have completed at least one commissioned outdoor public art piece with a similar budget in the past ten years.

Final Project Budget - \$10,000

The total budget for this project is \$10,000, which is all-inclusive and intended to cover all expenses and fees related to the construction and installation of public artwork(s). Including but not limited to: research, design development and revisions, fabrication, engineering, installation, foundations, site preparations, site visits, transportation of artwork, insurance, permit fees, and other related expenses.

RFQ deadline: May 1, 2024, 11:00 PM CST

E-mail all materials in ONE PDF package to Casey McCabe, cmccabe@priorlakemn.gov

HOW TO APPLY

Selection process

RFQ – Submit by May 1, 11:00 PM Central Standard Time

E-mail all materials in ONE PDF package to Casey McCabe, cmccabe@priorlakemn.gov. Documents may be submitted in the following formats: Microsoft Word, PDF, JPEG, or a link to a Google drive or Dropbox.

Please name your documents with the document description and your name, i.e. "Resume_First Name Last Name."

- One-page letter describing interest in the project, your artwork medium(s), design approach, any connection to Prior Lake or Scott County, as well as a statement addressing eligibility criteria.

- One-page biographical information or resume, including your contact information (phone, email, and address). If you have multiple team members, please provide brief biographical information on each essential member but do not exceed one page.
- One-page listing two references of recently completed projects. Please include contact information and commissioned amount.
- Work Samples: At least three (3) and up to ten (10) images of your past and current projects. Please provide a brief description and final cost for each.
- *Please keep in mind this is a Request for Qualifications only, not a request for proposals or art projects. Do not submit a project proposal or design.*

Artist Selection – Notification by May 15, 2024

The submitted qualifications will be reviewed by a selection panel made up of Prior Lake Arts and Culture Committee members, Economic Development Authority members, and Prior Lake stakeholders. The finalist will be selected based on the following equally weighted criteria:

1. 40%: Quality of letter of interest, and an understanding of the project description and goals;
2. 40%: Quality and relevance of work samples;
3. 10%: Ability of artist/team to complete project based on prior work experience;
4. 10%: Connection to Prior Lake or Scott County;

All applicants will receive notification of the panel’s decision by May 15, 2024. If the Committee receives an insufficient number of proposals, the RFQ may be rereleased or extended for further submission. Applicants will be notified if this occurs.

Prior Lake Community Artist Timeline:

RFQ – Released:	March 19, 2024
RFQ – Proposals Due:	May 1, 2024, 11:00 PM CST
Selection of Artist/Team:	by May 15, 2024

Selected Artist – Tentative Timeline:

Research, develop artwork concept and identify location:	May - June, 2024
Fabrication:	June – August, 2024
Installation of public artwork(s):	August – September, 2024

ADDITIONAL CONTEXT

The Prior Lake Arts and Culture Committee was established in 2021. The purpose of the Arts and Culture Committee (ACC) is to serve as a liaison between City government and the art and culture organizations in the community as well as make recommendations to the Economic Development Authority (EDA) related to arts and cultural events, installations and initiatives as assigned. As a separate corporation from the city, the EDA has many powers which makes recommendations to the City Council on development plans/projects and engages in strategies which enhance the economic strength of the community.

The selected Artist should consider the following Public Art Criteria in the development of the public artwork(s):

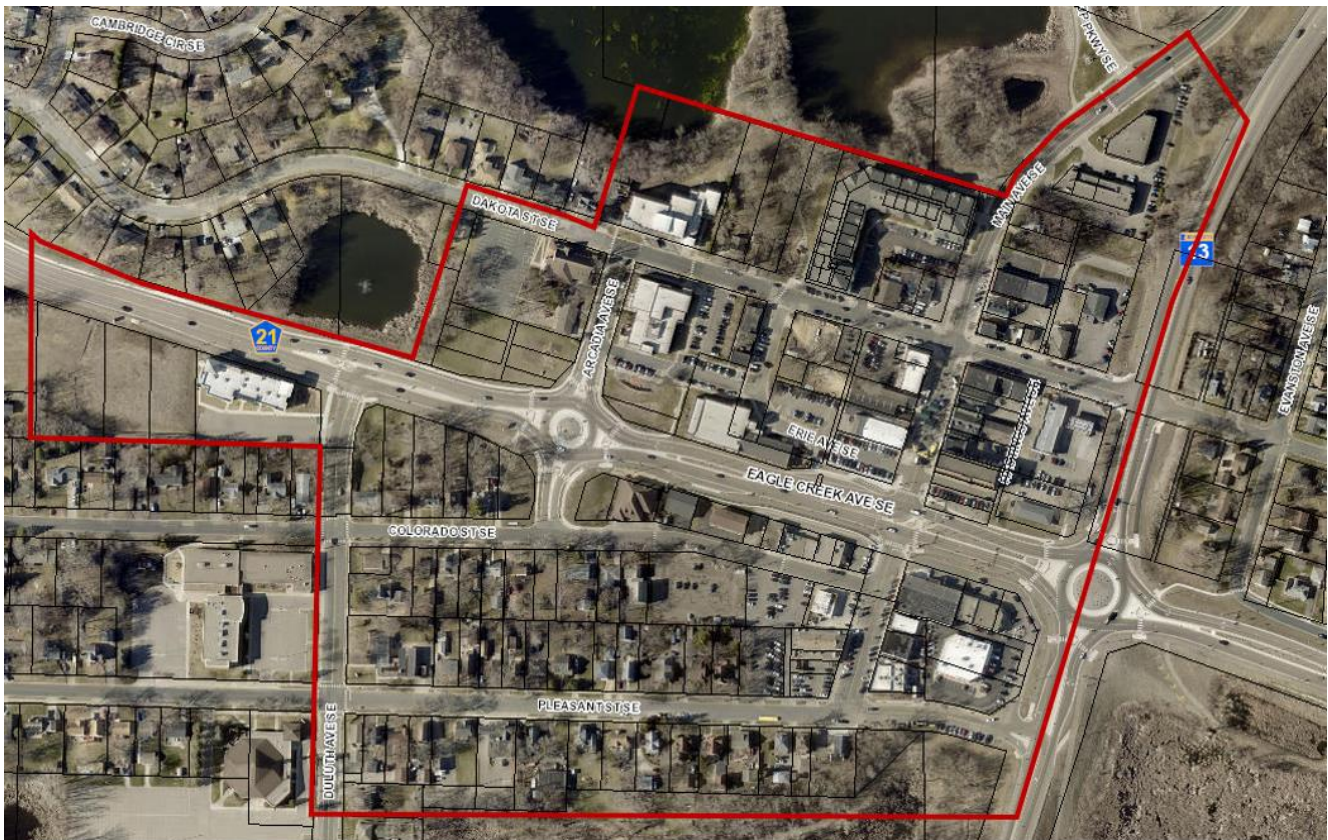
- Artwork should be focused in highly trafficked areas for public viewing with a concentration on downtown plazas, city parks, community gathering spaces and municipal buildings.
- Promote public spaces by encouraging a sense of ownership and pride within the community.

- Enhance the physical and natural environment and encourage activity, relaxation, or contemplation of nature through the process of creative thought.
- Exemplify the highest degree of social awareness, intellectual pursuit, ingenuity, and creative ability the community has to offer.
- The artwork should be designed to promote longevity and be maintained within standard City, or appropriate party, maintenance procedures and cycles.

PRIOR LAKE - DOWNTOWN MAP

Location of future public art...

The resulting public artwork(s) will be located within the downtown Prior Lake area. The City of Prior Lake is a vibrant lake community nestled in the southwest suburbs. Prior Lake offers a small town feel with the opportunities and resources typically found in a larger city. Charming downtown Prior Lake is home to many restaurants, retailers, service providers as well as offices. Downtown is also home to City Hall, Police Station, Public Library and the 130-acre Lakefront Park which offers over three miles of trails, a public beach, fishing pier, playground, sports fields, amphitheater and more.



STILL HAVE QUESTIONS?

We encourage interested applicants to learn more about Prior Lake by visiting www.priorlakemn.gov.

It is the responsibility of the applicant to inquire about any portion of the RFQ that is not fully understood or susceptible to more than one (1) interpretation. Written inquiries are required. Oral communications will not be accepted, except to confirm delivery of proposal or written correspondence.

All inquiries, questions, or clarifications must be submitted not later than seven (7) calendar days prior to the due date of this RFQ. Those inquiries, questions, or clarifications submitted after this date will not be answered. All inquiries will be responded to within three (3) business days.

Please do not ask other City personnel or Arts and Culture Committee members questions, as information gathered from other sources may not reflect the correct position or interest and could result in disqualification.

A Question and Answer (Q&A) addendum related to this RFQ will be updated as questions come in and can be found on the Arts and Culture Committee tab at <https://www.priorlakemn.gov/government/committees-commissions>. Any other questions regarding this Request for Qualifications may be directed to the contact below prior to **April 22, 2024**.

Please direct questions to: **Casey McCabe**, cmccabe@priorlakemn.gov

All questions concerning the RFQ must reference the page number, section heading, and paragraph. Questions may be submitted via email. Please place "Prior Lake Community Artist" in the subject line.

The City of Prior Lake does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities.

RFQ CONSIDERATIONS & RESPONSIBILITIES OF SELECTED ARTIST/TEAM

DISPOSITION OF RESPONSES

- (1) All materials submitted in response to this RFQ will become the property of the City and will become public record after the evaluation process is completed and an award decision made. If the Artist submits information in response to this RFQ that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes 13.37, the Artist must: Clearly mark all trade secret materials in its response at the time the response is submitted by indicating in writing the specific page number(s) and paragraph(s) classified as trade secret and therefore nonpublic; and
- (2) Include a statement in the Letter of Interest with its response justifying the trade secret designation for each item and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the City, its agents and employees, from any judgments or damages awarded against the City in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the City's award of a contract. In submitting a response to this RFQ, the Artist agrees that this indemnification survives as long as the trade secret materials are in possession of the City. The City is required to keep all the basic documents related to its contracts, including responses to the RFQ for a minimum of seven (7) years.

The City will not consider the prices submitted by the Artist to be proprietary or trade secret materials. Responses to this RFQ will not be open for public review until the City decides to pursue a contract and that contract is executed.

Please note: The following information and the attached form of agreement sample are for the consideration of any interested applicant. This information is provided so that all applicants have a better understanding of their responsibilities and requirements should they be selected and contracted by the City of Prior Lake for this project. Agreement is subject to change.

CONTRACT TERMS

The clauses included in the sample form of agreement (Attachment A) will be included in the contract between the City and the selected Artist that has been chosen to provide the Services described herein. Any exceptions to the contract terms and conditions included in the RFQ must be identified by the selected Artist prior to contract execution.

INSURANCE REQUIREMENTS

Artist shall maintain insurance coverage, naming City as additional insured, as described in Attachment A. The Artist shall not commence work until all insurance has been obtained and copies have been filed and accepted by the City. The Artist shall be responsible for maintaining a valid certificate of insurance throughout the term of the Contract, as required in the sample agreement.