

City of Dania Beach
CALL TO ARTISTS:
Request for Qualifications
For
ARTIST ROSTER
2024-2026



Community Development
Department

Project Name: City of Dania Beach Artist Roster

City RFQ 24-002

Introduction:

The City of Dania Beach is accepting submittals to the 2024-2026 Public Art Artist Roster from **January 24th, 2024 – April 19th, 2024.**

This artist call is open to local, regional, national, and international artists. The City is seeking artists to pre-qualify to work with the City's public art program. The city will use the Roster as the main pool of artists for projects as part of the public art program.

The City seeks a diverse range of artists and mediums to create unique, inspiring experiences through art for the program, Dania Beach residents, and visitors. These experiences may include, but are not limited to:

- Art in Dania Beach parks and public spaces
- Temporary public Art exhibitions and experiences
- Environmental art
- Light installations
- Public art events
- Architectural integrated art
- Sculptures
- Murals
- Community engaged art

Deadline Date: April 19th, 2024 5:00 PM EST

Eligibility: This Call to Artists is open to public art professional artists, eighteen years of age or older. Applicants should demonstrate through their submission materials that they have the skills and experience to successfully complete public art projects. Professional artists with strong experience in executing their ideas through completion, meeting deadlines and budgets are encouraged to apply.

If selected for the roster, artists will be registered with the Florida Department State Division of Corporations (Sunbiz.org) to do business in Florida. Artists must have the appropriate business liability insurance, and any artwork requiring construction will require that the contractor performing the work be bonded.

South Florida-based artists are strongly encouraged to apply.

Please note that Roster acceptance will not guarantee acceptance of individual project proposals.

The Opportunity

The City of Dania Beach is interested in creating a roster of qualified artists or artist teams with diverse perspectives, backgrounds, and experience that will:

- Communicate a unique vision or perspective.
- Demonstrate an authentic relationship to your subject matter.

- Show an ability to engage a site and/or community.
- Demonstrate skill in their technique.
- Understand the public process.

If selected, the qualified artist roster will be the main artist pool for City public art projects with budgets between \$5,000 - \$200,000. The City may do an Open Call for projects with budgets that exceed \$200,000 and reserves the right to do an Open Call for any and all projects. Qualified roster artists are welcome and encouraged to submit proposals for such Open Calls for art.

Questions regarding to this Call to Artist must be submitted in writing to Ibel Larios at ilarios@daniabeachfl.gov.

Application Process and Selection Criteria

The City of Dania Beach Community Development Department manages the application process. A Public Art Advisory Board (PAAB) reviews the applications to this Call to Artists. This Board includes arts professionals, design professionals, and community representatives. The Board shortlists applicants for the roster based on excellence of past work of similar scope, as demonstrated by the visuals and other submission materials. The Board also considers the versatility and appropriateness of the media in which the applicants have demonstrated proficiency relating to the scope of the project.

The City of Dania Beach reserves the right to negotiate with any qualified Artist selected for the roster, to re-issue this Call to Artists, and to reject any and all responses to this Call to Artists.

Application Requirements

Applications must be submitted to Ibel Larios at the City of Dania Beach at ilarios@daniabeachfl.gov.

1. **Electronic Images – Submit at least five (5) digital images of relevant work.** Artists are encouraged to submit work samples that best illustrate their qualifications for this public art projects. Each digital image must feature a single work.
 - a. **Annotated Image List** – Include title of work, year, media, size, location of artwork, project budget, and any other relevant information.
2. **Résumé** – Includes all contact information (phone number, email, and mailing address).
3. **Artist Statement** – Description of your work.
4. **Public Engagement Experience and Approach:** A statement describing your experience working with community groups and your engagement approach.

*** Attached to this Call to Artists is the insurance requirements of the City.**

Prohibition Against Considering Social, Political or Ideological Interests in Government Contracting

Respondent/Artists are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Respondent/Artist's social, political, or ideological interests when determining if they are a responsible Respondent/Artist. Respondents/Artists are further notified that the City's governing body may not give preference to a Respondent/Artist based on the Respondent/Artist's social, political, or ideological interests.

The City's solicitation protest procedure applies to this solicitation and is incorporated by this reference. Review it here: [Solicitation Protest Procedure](#)

Cone of Silence

Cone of Silence: Definitions: "Cone of Silence," as used in this Call to Artists, means a prohibition on any communication, between:

- a potential vendor, service provider, Respondent/Artist, lobbyist, or consultant, and
- a City Commission member, City's professional staff including, but not limited to, the City Manager and her staff, or any member of the **City's Selection Committee / Public Art Advisory Board.**

Notice: A Cone of Silence shall be imposed on this Call to Artists upon its advertisement. At the time of imposition of the Cone of Silence, the City Manager or designee shall provide for public notice of the Cone of Silence by posting a notice at City Hall. The City Manager shall issue a written notice as to the Cone of Silence to the affected departments, file a copy of such notice with the City Clerk, with a copy to each City Commissioner, and to the Public Art Advisory Board and this shall include in any public solicitation for goods or services a statement disclosing the requirements of this section.

Termination of Cone of Silence: The Cone of Silence shall terminate at the beginning of the City Commission meeting (whether a regular or special meeting) at which the Public Art Advisory Board, through the City Manager, makes a written recommendation of final award to the City Commission. However, if the City Commission refers the Public Art Advisory Board and the City Manager's recommendation back to the Public Art Advisory Board and to the City Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the Public Art Advisory Board and City Manager¹ makes a subsequent written recommendation.

Exceptions to Applicability: The provisions of this section shall not apply to:

- a. Oral communications at pre-submission conferences;
- b. Oral presentations before the Selection Committee/Public Art Board;
- c. Public presentations made to the City Commission members during any duly noticed public meeting;
- d. Communications in writing at any time with any City employee, unless specifically prohibited by the solicitation. The Respondent/Artist shall file a copy of any written communication with the City Clerk. The City Clerk shall make copies available to any person upon request;
- e. Communications regarding the solicitation between a potential vendor, service provider, Respondent/Artist, lobbyist or consultant and the City's Procurement Administrator or City employee designated as responsible for administering the procurement process for the Call to Artists, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;

¹ The City's Code provides that the Public Art Board is to make recommendations to the City Commission. As the staff liaison works for the City Manager, and as the City Manager is in charge of the agenda, and in reconciling the City's procurement code with the City's Code as to the Board, the Board and Manager will work together on issuing the recommendation to the City Commission, of the Board's Art recommendation.

- f. Communications with the City Attorney and her staff;
- g. Duly noticed site visits to determine the competency of a Respondent/Artist regarding the solicitation during the time period between the opening of Bids and the time the Public Art Board and City Manager makes a written recommendation;
- h. Any emergency procurement of goods or services pursuant to City Code;
- i. Responses to the City's request for clarification or additional information;
- j. Contract negotiations during any duly noticed public meeting;
- k. Communications to enable City staff to seek and obtain industry comment or perform market research, provided all related communications between a potential vendor, service provider, Respondent/Artist, lobbyist, or consultant and any member of the City's professional staff including, but not limited to, the City Manager, Public Art Board staff liaison, and her staff are in writing or are made at a duly noticed public meeting.

Penalties: Violation of this section by a particular Respondent/Artist shall render any solicitation award or contract to the Respondent/Artist voidable by the City Commission or City Manager. Any person who violates a provision of this section may be prohibited from serving on a City selection or evaluation committee. In addition to any other penalty provided in this solicitation, violation of any provision of this section by a City employee may subject the employee to disciplinary action.

Please contact the City Attorney for any questions concerning "Cone of Silence" compliance.

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- m. Oral presentations before the Selection Committee/Public Art Board;
- n. Public presentations made to the City Commission members during any duly noticed public meeting;
- o. Communications in writing at any time with any City employee, unless specifically prohibited by the solicitation. The Respondent/Artist shall file a copy of any written communication with the City Clerk. The City Clerk shall make copies available to any person upon request;
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- r. Duly noticed site visits to determine the competency of a Respondent/Artist regarding the solicitation during the time period between the opening of Bids and the time the Public Art Board and City Manager makes a written recommendation;
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- v. Communications to enable City staff to seek and obtain industry comment or perform market research, provided all related communications between a potential vendor, service provider, Respondent/Artist, lobbyist, or consultant and any member of the City's professional staff including, but not limited to, the City Manager, Public Art Board staff liaison, and her staff are in writing or are made at a duly noticed public meeting.

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Insurance

The Artist shall secure and maintain throughout the duration of this Agreement insurance of such type and in such amounts as required by the City Manager. Certificates of Insurance for any required insurance shall be provided to the City at the time of execution of this Agreement and certified copies provided if requested. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to the City before any policy or coverage is cancelled or restricted.

A. Commercial General Liability Limits of Liability (Minimum)

- Bodily Injury & Property Damage Liability
- Each Occurrence \$1,000,000
- Policy Aggregate \$2,000,000
- Personal & Advertising Injury \$1,000,000
- Products & Completed Operations \$1,000,000

B. Endorsements Required – Include in body of COI and/or Description of Operations

- “The City of Dania Beach, Florida” added as named “Additional Insured”

II. Business Automobile Liability

A. Limits of Liability (Minimum)

- Bodily Injury and Property Damage
- Combined Single Limit \$300,000
- Any Auto/Owned Autos or Scheduled Autos
- Including Hired and Non- Owned Autos
- Any One Accident

III. Workers' Compensation / Employers' Liability

A. Workers Compensation Limits: Statutory – State of Florida

B. Employers Liability Limits:

- \$100,000 for bodily injury caused by an accident, each accident
- \$100,000 for bodily injury caused by disease, each employee
- \$500,000 for bodily injury caused by disease, policy limit

Confirmation of exemption to the laws of the State of Florida or Exemption Form is required for businesses exempt from obtaining Worker's Compensation coverage.

Subcontractors' Compliance: It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

Copy of Additional Insured Endorsement or other endorsements may be attached to the Certificate.

Insurance Carrier Requirements: The Company must be rated no less than “A-” as to management, and no less than “Class VII” as to financial strength, by the latest edition of Best Insurance Guide published by A.M.

best Company, or its equivalent.

All policies or certificates of insurance are subject to review and verification by Risk Management. Companies authorized to do business in the State of Florida with the following qualifications shall issue all insurance policies required above.

Verification of Coverage: Proof of the required insurance must be furnished by Vendor to the City of Dania Beach Human Resources Department by Certificate of Insurance within 5 days of notification of award. All certificates (and any required documents) must be received and approved by Human Resources before any work commences to permit Vendor time to remedy any deficiencies.

Certificate Holder: City of Dania Beach, HR/Risk Department
100 West Dania Beach Boulevard, Dania Beach, FL 33004