

**REQUEST FOR PROPOSALS  
FOR  
PUBLIC ART PROGRAM ADMINISTRATION  
FOR THE  
CITY OF MEMPHIS**

Purpose: The City of Memphis is requesting the submittal of proposals from professional public art administration consulting firms to provide for the administration of the City of Memphis Public Art Program.

Background: The City of Memphis Public Art Program was established in April 2002 by City of Memphis Ordinance No. 4934. The purpose of the Ordinance was to establish a dedicated funding source (Public Art Fund) for art enhancements to be implemented in selected City capital improvement projects constructed by the City or with City funds, and to provide, through the Public Art Oversight Committee, guidance and support to the City in implementing such art enhancements and to thereby foster public projects of art in City buildings and landscapes with a minimal impact on existing procedures, practices and capital improvement project budgets. The Ordinance further established a "Public Art Maintenance Fund and an operating subsidy for the program administration consultant.

This contract will be administered by the Division of Engineering via the Building Design & Construction Department. The Division of Engineering will act as liaison between the successful proposer and City Administration.

Scope of Services: The successful proposer will provide the following:

1. Provide for annual meetings with Participating Bureaus.
2. Develop an annual plan for the Public Art Program that takes into account the views of the Participating Bureaus and is consistent with all applicable City budgets.
3. Recommend to the City Engineer for his approval the selection of Artwork to be created with Public Art Funds.
4. Provide a method for the appointment of representatives to ad hoc selection committees, created solely for the purpose of selecting artists and reviewing Artwork proposals.
5. Determine a method or methods of selecting artists for the design, execution and siting of Artwork.
6. Provide quarterly reports and reviews to the City Council to account for Artwork projects funded from the Public Art Fund.
7. Clarify the responsibilities for maintenance costs associated with Artwork, including any extraordinary operations or maintenance costs associated with Artwork, prior to selection.
8. Facilitate the preservation of art objects, ethnic and cultural arts and crafts, and artifacts funded through this ordinance.
9. Determine a process to accession and deaccession Artwork, as necessary.
10. Set forth any other matter appropriate to the administration of the Public Art Program.

Factors in Selection:

- Evaluation of the proposer's approach to providing the above scope of services.
- Successful experience in the administration of public or private art programs especially those involving the maintenance of artwork.
- Overall capability and experience of design team members.

- Specific experience and position in the firm of key individuals to be involved with the project.

Design Contract Conditions:

- The successful proposer will be expected to sign a City of Memphis negotiated contract. The contract will be for a three (3) year term with two (1) year optional extensions.
- The successful proposer will be required to submit administration plans to the City Engineer for approval within 30 calendar days of the issuance of Notice to Proceed.
- The current FY13 funding levels are as follows:  
Public Art Program: \$300,000  
Public Art Maintenance Program: \$30,000  
Operating subsidy: \$130,000

The proposed budget for FY14 (commencing July 1, 2013) remains at the same levels as FY13

Format/Content of Proposals:

- A. Format - Submittals should be on 8 ½ x 11 sheets (fold-out sheets permitted) contained in one loose-leaf binder no greater than 1” in thickness. Five (5) copies shall be submitted. Proposals will not be returned. Proposals not conforming to the required format will not be considered.
- B. Content - As a minimum, proposals should contain the following:
1. Organization chart showing the Consultant’s member firms. If only one firm is involved, the chart should show the individuals who will be team members.
  2. Information on the sub-consultant firms (if any), discussing their experience with administration of Public/Private Art Programs and the role each shall play.
  3. A one-page resume on individual team members.
  4. A description of the proposed approach the Consultant will take in providing specific scope of services requested and the proposed staffing of the project, in terms of full- time and part-time team members.
  5. Firms submitting qualifications shall not include any cost information.

Submittal Schedule: Proposals should be addressed to:

Ms. Darlene Cooper  
Executive Assistant  
Division of Engineering  
125 N. Main Street – Room 644  
Memphis, TN 38103

and **received not later than 3:00 p.m. on June 21, 2013**

**Method of Selection:** Submittals will be reviewed by the Owner's representatives, who will make a recommendation for selection. Proposers may be invited for an interview, if that is considered necessary. All proposers will be advised when selection has been made.

**Reservations:** The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.