



**CITY OF AUSTIN, TEXAS**

Economic Development Department

Cultural Arts Division

**REQUEST FOR QUALIFICATIONS**

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**SOLICITATION NO:**

**DESCRIPTION:**

Artist to participate in Artist-in-Residence program with the City of Austin's Watershed Protection Department.

**DATE ISSUED:** January 3, 2017

**ARTIST INFORMATION MEETING**

An artist information meeting (attendance optional) will be held on **Thursday, January 19, 2017 from 5:30 to 6:30 pm at the City Hall Boards and Commissions Room at 301 W. 2<sup>nd</sup> Street** during the open application period to explain the parameters of the project and outline the application procedures. City staff will be available to answer questions. The meeting will be recorded and available afterwards in video "on demand" on the City's website.

**APPLICATION DEADLINE:**

**REQUISITION NO:**

Thursday, February 16, 2017 at 11:59 p.m.

SUBMIT YOUR QUALIFICATIONS to: [www.publicartist.org](http://www.publicartist.org)

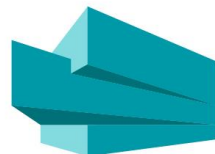
**QUESTIONS? CONTACT THE FOLLOWING:**

Meghan Wells

Cultural Arts Division Manager

**Phone: (512) 974-9314**

**E-Mail: [meghan.wells@austintexas.gov](mailto:meghan.wells@austintexas.gov)**



**Cultural Arts**

CITY OF AUSTIN  
ECONOMIC  
DEVELOPMENT

## OVERVIEW OF PURPOSE AND PROJECT BACKGROUND

### 1.0 PURPOSE

The City of Austin (“the City”) seeks an artist to participate in the City of Austin’s first Artist-in-Residence program, a pilot effort to pair an artist with a participating City department to infuse creative thinking and cultural capital into City processes, operations, and community involvement. The available budget to pay the selected artist as well as cover any residence-related expenses during the 8-month residency is not to exceed \$13,750.

### 1.1 BACKGROUND - Artist-in-Residence Concept and Pilot

The City of Austin recently launched the Idea Accelerator, an internal competition to solicit employee ideas and projects - big or small - that advance the City of Austin's priorities: best managed, most livable, service with pride, and open government. This competitive process generated over 100 submissions, of which a handful were selected to move forward into implementation through micro-grant funding from the City’s Innovation Office. The Artist-in-Residence project, developed by the Economic Development Department’s Cultural Arts Division, was among those selected for piloting.



The Artist-in-Residence program embeds an artist into a City department for a set period of time to help resolve problems, provide innovative or new process improvements, and/or engage residents around community issues in creative ways. Through this Request for Qualifications, the City of Austin seeks an artist to help advance public understanding of the Watershed Protection Department through creative inquiry. The goal of the Artist-In-Residence pilot program is to select an artist/artist team who will work collaboratively with City staff and the community to meet shared goals.

One local artist/artist team will be selected and placed in a residency with the Watershed Protection Department to work closely with staff and the community to further the mission of

that department. The artist may be asked to develop unique approaches that can be incorporated into the work of the City to make civic processes and services more effective, efficient, or innovative. In cooperation with the Watershed Protection Department and the Economic Development Department Cultural Arts Division, the artist would directly or indirectly involve constituents, community members, or stakeholders. The direct beneficiaries can range depending on the scope of the artist's project and their target audience.

### Residency Goals & Priorities

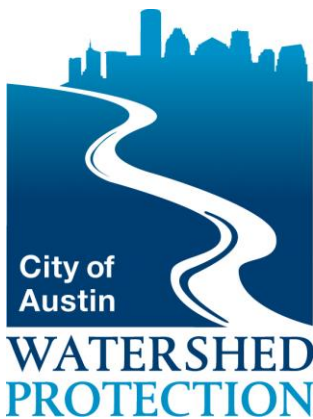
The overarching goal of the City of Austin's Artist-In-Residence program is to embed an artist into a City Department to develop and test ways that creative approaches can meaningfully impact the work of the public sector and the community it serves.

During the residency, it is hoped that the artist will:

- Create an in-depth experience between the artist, City Department, and community
- Explore pathways for ideas to be more fully exchanged between the community and the City Department
- Foster engagement by community members and the City Department in innovative or expanded ways
- Find a vehicle for creative expression that adds depth to the artist's social practice and portfolio

### Watershed Protection Department Background

The Watershed Protection Department (Department) is the first host City Department to participate in this pilot Artist-in-Residence program. The Department protects lives, property and



the environment of our community by reducing the impact of flood, erosion and water pollution. The Department provides a range of community resource and education programs to encourage informed decision-making about choices that impact Austin's water quality. The Department plans to position the selected artist to work closely with its Education and Public Outreach office to enhance the creativity of their multimedia approach by increasing program visibility in communities, with a specific focus on improving water quality. The

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selected artist will work closely with staff from the Cultural Arts Division and the Department to formulate goals, measurable outcomes, scope, community involvement, and artistic focus.

### Artist Selection and Participation

The residency is open to professional artists with demonstrated experience in visual art and social practice who live within the Austin metropolitan area. Social practice focuses on social engagement, inviting collaboration with individuals, communities, and institutions in the creation of participatory art. Examples of artist participation during the residency could include enhanced civic engagement or increased public understanding of a particular topic or program, re-imagining of community space related to departmental initiatives, creation of an artistic work that explores or underscores a departmental or programmatic civic message, or utilizing data or feedback to inform an artistic work that sheds light on that information or perspective.

Once selected, the artist will partner with the Department to identify the residency's more specific goals, scope, deliverables, community participation, and other aspects of the project. The process by which the artist works with the Department and community is fluid, but is subject to the more specific goals that both the artist and Department agree upon early on in the residency. The outcome of the residency depends on the artist's journey in learning about, working alongside, and connecting with the Department and the community. It is crucial for the Department and artist to define what "success" looks like before the residency starts, by determining both general and specific goals and by measuring progress against those goals.

The success of Austin's Artist-in-Residence pilot program relies on an openness to embrace artists as creative problem solvers and to trust them to view the work of the City through a different lens. The Artist-in-Residence is an idea named in both the Create Austin Cultural Plan (2010) and also the staff response to the Music and Creative Ecosystem Omnibus Resolution (2016).

## 2.0 SCOPE OF WORK AND BUDGET

- 2.1 Within ten (10) business days of award and execution of the contract, the City (including representatives from the Cultural Arts Division and the Watershed Protection Department) will

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hold a kick-off meeting with the selected artist to ensure understanding of residency, discuss goals, review and confirm scope, set expectations, share parameters, specify how progress against



goals will be measured and answer questions. This meeting will also cover the general working relationship governing the artist and the City, and will include discussion of artist's working environment and building access, schedule, communication methods, and any applicable City policies. The artist will be expected to

spend a minimum of 10 hours per week with the Department for the first 30 days of the residency. Office space and computer access will be provided by the Department.

- 2.2. Within thirty (30) calendar days of the kick-off meeting, the artist will propose an area of interest and project ideas that support that area, for discussion and feedback from the Department. Upon approval, the artist will proceed to develop the ideas into a final version. The final version will be presented for discussion and feedback from the Department. Upon approval of the final version (which must include a summary of residency work/findings, narrative description of concept, process description, community participation plan, associated renderings or images of the proposed project or process, budget, etc.), the artist will proceed into the implementation phase. The artist will submit a project schedule, including regular update meetings, progress reports and discussion taking place between the artist and the Department. The final proposal must be approved by the Cultural Arts Division and the Watershed Protection Department.



- 2.3. During the course of the residency, the artist will submit deliverables according to contract requirements. As an overarching deliverable, the artist will be asked to develop and test ways that creative approaches can meaningfully impact the work of the public sector and the community it serves. But, as each residency is individually shaped by the participating artist and department, and the creative process is sometimes non-linear, the specific approach or project may explore a path that deviates from the original ideas. With mutual approval of artist and City,

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deliverables may be modified to fit development of the residency and contract amendment may be made. However, certain elements of the residency (including the timeline and budget) have less (or no) flexibility. After the first month (and through the eighth month), the artist will be expected to spend an average of 30 hours per month on residency-related activity.

- 2.4. The residency is anticipated to start in early 2017 and conclude in late 2017. Tentative timeline is as follows:

Solicitation Issued: January 3, 2017

Artist Information Meeting: January 19, 2017, 5:30 – 6:30 pm

Solicitation Deadline: February 16, 2017, 11:59 pm

Artist Interviews (if needed): February 20-24, 2017

Artist and Alternate Selected: February 27, 2017

Artist Contracted: March 13, 2017

Kick-Off Meeting: April 3, 2017

Final Proposal Due: June 5, 2017

Implementation Phase Begins no later than: June 6, 2017

Residency Concludes no later than: November 13, 2017

- 2.5. Artist and participating department will be provided support from the City's Cultural Arts Division and Innovation Office, in order to meet pilot goals, operate according to best practices in artist residencies, and troubleshoot any issues.
- 2.6. Artist is allotted a maximum of \$8750 for time spent working on the residency, and a maximum of \$5000 for residency-related expenses (materials, insurance, mileage, transport costs, any subcontracting, etc.). It is expected that the artist spend a minimum of 250 total hours on the residency scope of work. The selected artist will be contracted by the City, and paid according to contract milestones that correspond to deliverables.

## ELIGIBILITY AND APPLICATION PROCEDURES

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### 1.0 Eligibility

Professional visual artists, or artist teams, at least 18 years of age who live and work in any of the following counties are eligible to apply: Williamson, Travis, Bastrop, Caldwell, Hays, Burnet or Blanco.

A professional visual artist is defined as “a practitioner in the visual arts with an original self-conceptualized body of work, generally recognized by critics and peers as a professional possessing serious intent and ability.” Artists must also be able to demonstrate social practice as a component of their professional experience or portfolio as an artist. Artists who are members of or who have worked with underserved populations are preferred.

Full-time, permanent City of Austin employees including employees of the Economic Development Department and the Watershed Protection Department are ineligible to apply. Artists who currently have one active contract with the City’s Art in Public Places (AIPP) program or who have more than two commissioned permanent projects in the AIPP Collection are ineligible to apply. Applications not meeting all eligibility criteria will not be considered by City.

### 2.0 Applications

- 2.1 Artists must submit their applications in response to this Request for Qualifications through [www.PublicArtist.org](http://www.PublicArtist.org). These qualifications include: 10 digital images of past work; resume or list/description of experience; letter of interest; and names and contact information of three references. Letter of interest must include specific reference to any experience with social practice or underserved populations, and should support the images of past work included in the application.
- 2.2 Applications must be received online via [www.PublicArtist.org](http://www.PublicArtist.org) no later than 11:59 pm (CST) on February 16, 2017.
- 2.3 For technical assistance with your application, please contact [info@publicartist.org](mailto:info@publicartist.org) or 210-701-0775 (9am - 5pm CST).

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### APPLICATION EVALUATION AND SELECTION

A selection committee shall be composed of representatives from the City's Watershed Protection Department, Cultural Arts Division of the Economic Development Department, and Purchasing Office. The selection committee will review all applicant qualifications (images of work, resume, letter of interest, references), interview finalists (if applicable), and select one artist and one alternate.

This selection will comply with applicable City policy. The successful applicant will be selected by the City on a rational basis. Evaluation factors outlined below shall be applied to all eligible, responsible artist applicants in reviewing their applications and selecting the best artist and alternate. Award of a contract shall be made without discussion with the applicants after applications are received, with the exception of an option for finalist interviews. The selection of an artist, or artist team, shall be based on whose qualifications best meet the requirements contained in this Request for Qualifications.

Applications will be evaluated on a 100-point scale according to the following factors:

- Artistic merit and technical expertise – 40 points
- Demonstrated Applicable Experience, including any other residencies, collaborations with the public or specific communities, public art commissions, social practice and work with underserved populations, etc. – 30 points
- Ability to execute the residency – 20 points
- Expressed interest in creating work within the residency structure – 10 points

The City will score applications on the basis of the criteria listed above. The City may select a "short list" of finalists based on those scores. "Short-listed" finalists may be invited for interviews with the City. The City reserves the right to re-score "short-listed" applications as a result, and to make award recommendations on that basis.

### INSURANCE



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Selected artist will be required to provide a Certificate of Insurance within 30 days. See the following requirements:

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin

Economic Development Department/Cultural Arts Division

Attn: Meghan Wells

P. O. Box 1088

Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages

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are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).

- (1) The policy shall contain the following provisions:

- (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
- (b) Contractor/Subcontracted Work.
- (c) Products/Completed Operations Liability for the duration of the warranty period.
- (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.

- (2) The policy shall also include these endorsements in favor of the City of Austin:

- (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
- (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage

- ii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.

- (1) The policy shall include these endorsements in favor of the City of Austin:

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- (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
- (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
- (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage

iii. **Workers Comp Insurance:** Coverage shall be consistent with statutory benefits outline in the Texas Worker’s Compensation Act. The minimum policy limits for Employer’s Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. This coverage may be waived if the Artist does not have employees.

(1) The policy shall include these endorsements in favor of the City of Austin:

- (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
- (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage

C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City’s review and approval.