



CALL TO ARTISTS

Name: Belle Glade Library Branch - Integrated Public Art Design Services
Budget: \$15,570 design budget (\$103,800 total public art budget)
Location: Belle Glade, FL
Deadline: November 23, 2009 Applications must be received by 5:00 p.m. (EST)

Public Art Project Description

Palm Beach County's Art in Public Places Program is seeking artist(s) to assist in the design of site specific artwork for the new Belle Glade Branch Library. The selected artist(s) will collaborate with the project team to identify and design integrated, functional artistic experiences that immerse youth, families and caregivers in environments that promote learning and literacy.

Library Background Information / History

In light of new audiences, population growth, changing formats, expanded technology and evolving customer expectations for services, collections, computers and buildings, the Belle Glade Library project will replace the existing 9,000 sq. ft. building with a new 15,000 sq. ft. building. The new facility will be located within a residential neighborhood. The population of this neighborhood closely parallels the ethnic diversity of Belle Glade. The proposed site is across the street from Lake Shore Middle School (800 students) and Belle Glade Elementary School (501 students). Belle Glade Elementary is currently undergoing construction that will increase its student population to 978. We have an expectation that there will be a proportional increase in the use of the new library because of the proximity to the schools.

The Belle Glade library branch offers more children's programs than any of the other sixteen branch libraries. Youth reading programs are offered at the library and through outreach to daycare centers and parent meetings in area schools. This branch also services the community through youth and adult literacy programs and individual tutoring. In the fiscal year that just completed, FY 2009, an estimated 113,767 visits were made to the Belle Glade Library Branch by the public. During the same period 789 children's programs were attended by 16,505 children. Adults, young adults and children used the public computers 32,957 times.

The Hillsboro Community Council was formed in 1919 and operated as the town's governing body until its incorporation on April 9, 1928 as Belle Glade, with a population of less than 500. One of the colorful versions concerning the naming of the community tells that a blackboard was placed in a hotel lobby where suggestions were written and Belle Glade was voted most popular since the settlement was "the Belle of the Glades."

There has been continuous Library Service in Belle Glade since 1926. In 1964 the current building came to fruition through efforts by the Belle Glade Women's Club. In 1986 the City of Belle Glade relinquished the running of the library to the Palm Beach County Library System. In memory of Belle Glade's first librarian Etta Brown (1927), artist Kay Pancost was commissioned in 1970 by the Belle Glade Women's Club to create a ceramic tile mural (approximately 6' x 5') for the existing library which depicts an agricultural scene in The Glades. The selected artist(s) for this design commission will work with the project team to site the mural in the new library.

Belle Glade / “The Glades” Background Information

The new Library will be located in the city of Belle Glade whose motto is “Her soil is her fortune,” referring to the region’s fertile soil, or “black gold” and “muck” as it’s called by the locals. This area of Palm Beach County is one of America's major agriculture centers (sugar cane, sweet corn and beans among other products). Another important natural asset of this region is Lake Okeechobee, the second largest fresh water lake in the continental United States, which provides recreational opportunities to residents and tourists.

The Glades is a nickname given to the western region of Palm Beach County. Everything west of “20 Mile Bend” road is considered to be in The Glades. The cities Belle Glade, South Bay, Pahokee along with unincorporated lands make up the western region of Palm Beach County. The Glades region is often referred to as the gateway to the Everglades. The Glades population is diverse with strong cultural and local pride which is celebrated in several annual festivals. High school football games are also a major community activity.

A defining time for many residents of The Glades is the hurricane of 1928, a storm more devastating than any other that left monumental destruction. The force of the wind pushed Lake Okeechobee to the northern portion of the Lake and when the winds changed, the Lake waters surged through the southern area, like tipping a saucer full of water. As many as 3,000 people died in the hurricane and a statue at the nearby Lawrence E. Will Museum commemorates those who perished.

Recently area healthcare services have been significantly enhanced. This fall the new Lakeside Medical Center opened to provide a regional healthcare delivery system for Palm Beach County communities bordering Lake Okeechobee. In the near future the Glades Campus of Palm Beach Community College will be renamed Palm Beach State College to better reflect its expanded 4 year program. The College is also the location for the Dolly Hand Cultural Arts Center which has been an important part of the community for almost 30 years.

Artwork Budget

The total estimated public art budget for this project is \$103,800. The selected consulting artist(s) will receive \$15,570 for designing integrated public art components. The budget for materials, fabrication, and installation of the public art components is approximately \$86,730. *Artists invited to interview with the Final Selection Committee shall receive a flat fee of \$500.00.*

The materials, fabrication and installation costs and processes are not included in the \$15,570 artist’s professional services contract, but may be added by written amendment to the artist’s contract when both parties agree to equitable compensation for work. Materials, fabrication and installation costs and processes may also become the responsibility of the contractor/architect team, in coordination with the artist and Art in Public Places staff.

Artist Services

The selected artist(s) will receive a professional services contract to provide art design services. The artist’s scope of work will be to serve as a full member of the overall project design team to create a refined, integrated artwork proposal. Specific work will include the following tasks:

- Gather relevant information about the physical, social and cultural context of the project from County staff, design team consultants and community members;
- Attend project design team meetings and presentations necessary to develop all phases of the integrated public art component(s). Identify specific public art locations, secure design details and cost estimates, and assist with the incorporation of artwork specifications into overall project construction documents;
- The selected artist(s), in coordination with the project design team, must work within the construction timeframe. Installation of the artwork will take place during building construction. Designed artwork(s) must be durable, permanent, low maintenance and in compliance with ADA guidelines; and

- Prepare verbal, written and visual presentations to show artwork proposal to stakeholders. Presentations will include: 1) a written description of the content, scale, location, context, relationship of components, and materials of the proposed artwork(s); 2) materials samples; 3) depictions of the proposed artworks(s) in the form of to-scale drawings accompanied by either three-dimensional renderings or three dimensional models; 4) cost estimates for fabrication and installation; 5) proposed fabrication and installation methods; 6) cost estimates for annual maintenance and operating expenses; and, 7) maintenance instructions.

Estimated Schedule - The County reserves the right to alter these dates as necessary.

- October 2009: Call to Artists Announced
- **December 10, 2009: Short List Artist Selection**
- Third week of December: Conference Call w/ Short List Artists – design team will provide background information re: project
- **January 7, 2010: Finalist Interviews / Artist Selection**
- February 2010: County goes to contract w/ Artist
- March 2010: Conceptual design development w/ project design team
- Summer 2010 – Completion of Public Art construction drawings

Artist Eligibility

Artist must be able to work effectively and collaboratively with the project’s design team. All professional public artists (artist teams) regardless of media, school or style, will be considered. Artists must demonstrate experience working as a member of a design team, an understanding of construction methods, schedules and budgets, ability to read construction documents, and ability to communicate ideas in written, oral and graphic formats.

Selection Process

The selection process shall occur in two phases. In the first phase, artists will submit their qualifications and the Short List Committee will select up to three artist(s). A copy of the Contract for Professional Services will be made available to Short List artists for review.

In the second phase, Short List artists will be interviewed and given an opportunity to present an expanded sample of their past work. Each artist (artist team) invited for an interview with the Final Selection Committee shall receive a flat fee of \$500.00.

Upon selection of a Finalist, a professional services contract will be executed, and then a Notice to Proceed shall be issued by the County.

Criteria for Short List Selection

The Short List Committee for this project will consist of representatives of the County’s Public Art Committee, Library Department and Project Architect.

All submissions will be reviewed based on the following criteria:

- A. Artistic qualifications as demonstrated by images of past work.
- B. Completion of integrated public art installations and experience working as part of a collaborative design team (architects, interior designers, contractors, etc).

Based on the above criteria, the Short List Committee will select up to three Short List artists.

Short List Application Materials

Artists must submit items 1-4 listed below by November 23, 2009, 5:00 p.m. EST (postmarks not acceptable). Deliver / Send submittal materials to: Elayna Toby Singer
Palm Beach County Art in Public Places, 2633 Vista Parkway, West Palm Beach, FL 33411
Attn: Belle Glade Branch Library. Please **DO NOT STAPLE OR BIND** materials. Excess material will not be presented to the Short List Committee.

Submit ten (10) hard copies of items 1-3:

1. **Letter of Intent:** Express your interest in this project, design approach and provide background information that would support your qualifications for this project. Please include the artist name, business name, mailing address, phone number, email, website (1 page maximum).

It is emphasized that specific proposals are not requested for Short List selection. The final design will be developed by the selected Finalist in collaboration with the project design team.

2. **Resume:** A current professional resume (not to exceed three pages).
3. **Annotated Image List:** Should include the following information for each image: number, artist name(s), title of work/project, location of project, materials used, dimensions, budget, name of commissioning agency. Include a brief description on how each image of your past work relates to your approach to the Integrated Public Art Design Project for the Belle Glade Library.

4. **Submit ONLY one (1) CD with images of Past Work :**
A total of ten (10) images, including conceptual and detailed design drawings of at least three (3) different completed integrated public art projects. Only submit images of projects that have been realized. Images should be of completed works of comparable scale and purpose.

Submit images on one (1) virus-free PC-compatible CD-ROM in .jpg file format. Each file should be labeled with artist's surname and image number to correspond with the annotated image list (see #3). Image size 1920 pixels maximum on the longest side, 72 dpi with compression settings resulting in the best image quality under 2MB file size.

Applicants who do not submit all the required items may be eliminated from the review process. Palm Beach County will make every effort to protect submitted materials, but, the County shall not be held responsible for the loss or damage of any materials submitted. Excess material will not be presented to the Short List Committee. Materials will not be returned to the artist.

Criteria for Finalist Selection

The Final Selection Committee shall select a Finalist based on the following criteria:

- A. Immediate availability and ability to work within tight deadlines.
- B. Original vision, creativity, and sophisticated conceptual skills.
- C. Demonstrated experience working on teams with architects, designers, engineers, etc.
- D. Demonstrated aptitude for working with architectural drawings and plans.
- E. Proven understanding of architectural materials, technology and construction techniques.
- F. Excellent verbal, written and visual communication skills including the ability to give public presentations.

Finalist Materials - Interview / Presentation to Finalist Selection Committee

Artists will be evaluated based on presentation materials noted below, professional references and answers provided to interview questions posed by the Committee. Artist presentations will be generated by each artist, in any presentation format(s) they wish.

1. Expanded sample of project images, conceptual plans and project construction documents from completed works of comparable scale and purpose.

Local preference: In accordance with Palm Beach County local preference policies, a preference will be given to Short List artists with a permanent place of business within Palm Beach County and a valid Palm Beach County Business Tax Receipt, that authorizes the artist to provide the services under this Call to Artists, issued prior to the announcement of this Call to Artists. The scores of all Short List artists meeting this local residency requirement will be increased by 5 points. For proof of residency, the Certification of Business Location Form will be provided to Short List artists.

SBE status of Artist: In accordance with Palm Beach County policy, the scores of all Short List artists who provide proof of Palm Beach County Small Business Enterprise (“SBE”) certification will be increased by 10 points. The SBE certificate must be submitted to receive points. An artist receiving SBE preference points shall not be eligible to receive the local preference points as set forth above.

The County is not under any obligation to select Short List artists or a Finalist or to award a contract if, in the sole judgment of the County, the artist materials do not meet the eligibility or qualifications for the project.

Questions

Send questions to Elayna Toby Singer at esinger@pbcgov.com
Subject line: “Artist Question, Last Name, First Name”

All questions and answers will be posted on the County’s Public Art website:
<http://www.pbcgov.com/fdo/art/calls.htm>

Questions regarding this Call to Artists must be directed to Elayna Toby Singer at the above email address. If applicants rely on information provided by persons other than Ms. Singer, they do so at their own risk. From the date of release of this Call to Artists until award of contract, no contact with Public Art Committee members or representatives of the Palm Beach County Library system related to this Call to Artists is permitted except as authorized by Ms. Singer and/or in conjunction with scheduled Call to Artists activities. Any such unauthorized contact shall not be used as a basis for selection and may result in the disqualification of the artist’s proposal.

In addition, the Palm Beach County Lobbyist Registration Ordinance prohibits an artist or anyone representing an artist from communicating with any County Commissioner, County Commissioner’s staff, or any employee authorized to act on behalf of the Commission to award a particular contract regarding this Call to Artists, i.e., a “Cone of Silence.”

The “Cone of Silence” is in effect from the date/time of the deadline of the submission of the Short List Artist Application, and terminates at the time that the Board of County Commissioners, or a County Department authorized to act on their behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process. Artists may, however, contact any County Commissioner, County Commissioner’s staff, or any employee authorized to act on behalf of the Commission to award a particular contract, via written communication, i.e., facsimile, e-mail, or U.S. mail. Violations of the “Cone of Silence” are punishable by a fine of \$250.00 per violation.

General Terms and Conditions

1. Upon submission, all materials become public records and the property of Palm Beach County.
2. Due care and diligence has been exercised in preparation of this Call to Artists and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the requested services rests solely with those making proposals.
3. Palm Beach County reserves the right to reject any or all proposals submitted in response to this Call to Artists, waive any or all informalities and/or irregularities, re-advertise with either an identical or revised scope, or cancel this Call to Artists in its entirety.
4. Palm Beach County reserves the right to contact any or all proposers after submittal in order to obtain supplemental information and/or clarification in either verbal or written form.
5. The Finalist will be expected to execute a Contract for Professional Services. The project time frame and installation/construction requirements will be negotiated between the Finalist and the County's Department of Facilities Development & Operations. No other terms of the contract are negotiable and the County will not consider changes to the contract. A copy of the contract is available for inspection upon request.
6. Designs and their copyright will belong to the artists. Palm Beach County reserves the right to use images of the concept designs, written proposals, plans and the finished work for educational and promotional purposes.