



Town of Waynesville

**Call for Artists
Request for Qualifications**

Pigeon Community Multicultural Development Center

**RFQ Issuance:
#24-100-1**

**Due Date:
2:00 PM on Monday, January 22, 2024**

OVERVIEW

The Town of Waynesville (“The Town”) seeks to commission a professional artist or artist team to create site-specific, functional artwork to be installed at the Pigeon Community Multicultural Development Center located at 450 Pigeon Street in Waynesville, NC. The selected artist(s) will contract directly with the Town of Waynesville to successfully complete the full scope of the project within the projected budget and schedules.

It is the intent to have the Public Art not be a single piece of art purchased and placed on sight, but to contract with the artist(s) to provide a site-specific and permanent installation(s) reflective of the overall design based on community-informed design and function. Art should be woven into the site and building architecture, creating, and enhancing the identity of the Town. The artist will work closely with the Town of Waynesville to identify the exact placement of the artwork once completed.

This Request for Qualifications (RFQ) provides information on the scope of the project and the information to aid in preparing responses. All inquiries regarding this RFQ must be in writing and submitted to the Purchasing Manager listed by the date identified in the project timeline. To be considered, submissions must comply with the requirements outlined in this document.

SCOPE OF THE PROJECT

Purpose: The Town seeks to commission a professional Artist or team of Artists to create site specific art to be incorporated at the Pigeon Community Multicultural Development Center located at 450 Pigeon Street, Waynesville, NC 28786.

Budget: Total not to exceed \$35,000.00 **(All inclusive – consultation, design, and construction).**
The work shall be done in two phases:

Phase One: The selected Artist(s) shall include a proposal for this consultation which maximizes the Artist’s contribution to the preliminary design work with the Town’s other design professionals.

Phase Two: The selected Artist(s) shall implement the works of art approved in Phase One, including all materials and construction of any art, for a total project budget of \$35,000.00. The total project budget amount is inclusive of all costs associated with this public art project including but not limited to artist fees, other consultants’ and subcontractors’ fees, insurance conforming to the Town’s standards, engineering, permits, materials, fabrication, transportation, installation (including any site modification), and post installation documentation.

Project Info: Pigeon Community Multicultural Development Center

Location: 450 Pigeon Street, Waynesville, NC 28786

Project Description/History

The Waynesville Public Art Commission worked very closely with the Pigeon Community Multicultural Development Center in order to develop the following historical narrative and theme of this project.

Historical Context

Past: Black education in rural America

Present: Safe place; security; community

Future: Voice of many

Past: The need to improve and formalize education for the rural black communities in the southern United States was recognized and conceived by Booker T. Washington in the early 1900's. A Rosenwald School was built in Waynesville in the mid-1920's and was the farthest one west in North Carolina. It was replaced with the current building in the late 1950's and was known as the Pigeon Street School. The Pigeon Street School carried on the task of educating rural America's black community until desegregation in Haywood County.

Present: The Pigeon Street School serves the community with childcare and programs for busy families, food for those in need and less fortunate, and other services to meet the needs of our community. The Pigeon Street School serves as a safe space and home away from home for the minority and marginalized families in our community.

Future: Moving forward into a bright and inclusive future, those who steward the Pigeon Street school hope that it will grow its inclusion and atmosphere of learning, sanctuary, and community. These simple yet powerful themes will continue to be represented at the Pigeon Street School.

Theme

Built in the 1950's. Pigeon Street School has the task of educating rural America's black community until desegregation in Haywood County introduced a chance for local culture to begin learning about and understanding one another. Since this time, Pigeon Street School has evolved into a bright epicenter driven to embrace an inclusive spirit and atmosphere of learning and sanctuary while serving the local community.

Artwork Restrictions and Preferences

The body of work must be durable, and easily cleaned in the event of vandalism. Artwork must fit into a defined space of 10' x 15' that is represented on the "Proposed Installation Location Map" which is included in the RFQ Packet.

Artist(s) Responsibilities for the Project

The services and obligations that will be required of the selected Artist(s) during the contract period include, but are not limited to:

- Participate in at least two (2) Review Committee engagement sessions to solicit input and gather feedback with the goal of including the character, shared history, experiences, and/or inspirations of the community into the artistic elements or displays. This project will require strong interpersonal skills and the ability to listen deeply and thoughtfully to community input.

- Identify unique and aesthetically pleasing elements for the site that reference community character.
 - Cultivation of a cohesive singular theme
 - Artistic elements should be functional and integrated into the site and/or architectural design.
- Collaborate with the Town, landscape and architectural design teams and the community on the final design.
- Provide all services and furnishings of supplies, materials, and equipment as necessary for the design, permitting, fabrication, transportation, and installation of the Work at the site. This includes participation in coordination meetings with the Town and as necessary.
- Submit to the Town detailed drawings of the commissioned work in order to carry out design reviews and to certify compliance of the work with applicable statutes and ordinances.
- Strictly adhere to and manage the approved project, budget, and schedule.
- Submit operations and maintenance guidelines to the Town to ensure proper preservation of the art.
- Bear the entire risk of loss or damage to the work during design, fabrication, packing, shipping, and installation.
- Provide and maintain insurance to cover claims for damages for personal injury, bodily injury (including wrongful death), and property damage. The Artist(s) shall require all subcontracts to provide and maintain insurance. A complete list of insurance requirements will be provided to the project finalist.
- In general, the Town shall own the physical works of art, and copyrights shall be retained by the artist(s), with reproduction rights allowed to the Town for appropriate promotional and educational purposes. Legal title and copyrights in any work of public art funded in whole or in part by direct Town funding, shall be spelled out in a mutually agreeable contract between the Town and the selected Artist(s).

EVALUATION /SELECTION CRITERIA AND PROCESS

The Review Committee will consist of the Waynesville Public Art Commission, which is comprised of Waynesville residents appointed by the Waynesville Town Council and members of the Pigeon Community Multicultural Development Center. The Committee will select the artist(s) that best meets the requirements, based on the information contained in their response to the RFQ. Specifically, the Review Committee will review and consider the following:

1. The conceptual basis for the Artist's body of work, as defined in the written statement.
2. The technical and aesthetic quality of the Artist's past work as represented in the submitted images.
3. Artist's experience successfully designing, fabricating, administering, and completing public art projects or custom architectural elements on time and within budget.
4. Experience successfully completing prior work in cooperation with the owner, landscape architects, architect, and general contractor and within the project schedule and budget.
5. The Artist(s) training, education, and experience.
6. The quality and comprehensiveness of the submission package. Incomplete submissions may be rejected.

After the submission deadline, the Review Committee will assess each package and will narrow the pool of applicants to no more than three (3) finalists.

Each of the selected finalists (no more than 3) will participate in an interview with the Review Committee. The Review Committee will make a recommendation to the Town of Waynesville Council for final selection. An initial design contract (phase one) will be awarded to the selected Artist(s). Upon completion and approval of the design, a final fabrication contract (phase two) will be issued to the Artist(s) for completion of the remainder of the scope of work outlined within and further defined in the fabrication contract.

SUBMISSION REQUIREMENTS AND DEADLINES

Submission Deadline: 2:00 p.m. (EST) on January 22, 2024
Any submission received after this deadline time will be ineligible.

Schedule Information:

RFQ Posted	November 16, 2023
Written Inquires must be received by	December 15, 2023
Responses to Inquiries	December 29, 2023
SUBMISSIONS ARE DUE BY 2:00 PM (EST)	January 22, 2024
Finalist(s) selected and notified for Site Visit/Interview	February 01, 2024
Finalist(s) Site Visit and Interviews	February 15, 2024
Anticipated Date to Notify Selected Artist(s)	March 2, 2024

The Town of Waynesville reserves the right to modify this schedule as required. Project completion to be determined once an artist has been selected.

Submission Requirements:

All responses to the RFQ can be submitted electronically as a single PDF file. The PDF file, no larger than 15MB, is to be emailed to lburnett@waynesvillenc.gov by the deadline of 2:00 PM (EST) Monday, January 22, 2024. Label the PDF file as follows: **(RFQ#24-100-1, Call for Artist, Pigeon Community Multicultural Development Center Project – Last Name, First Name)**. Hard copies are also permitted. Please mail proposal in a sealed envelope and labeled correctly to the following address:

**Town of Waynesville
Pigeon Community Multicultural Development Center Project
Attn: Lisa Burnett
129 Legion Drive
Waynesville, NC 28786**

Incomplete responses and any response submitted after the deadline will be deemed ineligible and not considered. Submissions shall include the following:

Format

Cover Sheet: Include name, address, telephone, email, website (if applicable) of the Artist to receive all Project information or any official correspondence relating to the Project. Please reference the Project name, Pigeon Community Multicultural Development Project, on all correspondence.

Section 1: Artist(s) Resume and References (Max of 2 pages)

Include a list of public art projects completed within the past 10 years, selected public art projects, awards, current gallery affiliations and grants/fellowships.

Section 2: Digital Images of Past Work

Include images of previous work. Submit eight (8) images featuring select examples of previous public art projects with particular emphasis on works of a similar scope or utilizing similar techniques. Each image shall be numbered and include title, date of completion/installation, budget, media, dimensions, location, and a brief description of the work.

Section 3: Artist Statement (Max of 2 pages)

Include a statement which describes the conceptual basis for your body of work. Include a section to explain your experience working and coordinating with landscape architect/ architectural/ engineering teams when incorporating art into a site and facility. Include a section to include your community engagement approach with public outreach and input. Provide any past examples and outcomes.

Mail Submission Packet to: Lisa Burnett, Purchasing Supervisor

129 Legion Drive
Waynesville, NC 28786

The Town of Waynesville reserves the right to request additional information from each individual artist or artist team.

Prospective Artist(s) shall not include in the RFQ response any site-specific conceptual artwork or renderings for consideration by the Review Committee, as previous work examples will be utilized for review purposes.

ADDITIONAL INFORMATION

General Terms/Requirements

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the Town of Waynesville to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part, this proposal process if it is in the best interest of the Town to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Public Art Commission and approval of the Town of Waynesville Council.

Cultural Equity

The Town of Waynesville supports a full creative life for all. The Town commits to championing public art policies and practices of cultural equity that empower a just, inclusive, equitable nation. Cultural equity embodies the values, policies, and practices that ensure that all people - including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion.

Eligibility

The Town of Waynesville encourages people from diverse backgrounds to apply. Candidates must be artists, designers, or fabricators or partnered with artists, designers, or fabricators, eligible to work in the United States, and age 18 and older. Candidates are eligible regardless of race, color, ethnicity, religion, national origin, gender, gender identification, military status, sexual orientation, marital status, or physical ability.

Confidentiality of Documents

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provides a method for protecting some documents from public disclosure. If the Artist or Artist Team follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the Town will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.