

## NOTICE TO PROPOSERS

Notice is hereby given that the City of Oklahoma City (“Contracting Entity”) will receive proposals at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** through its Electronic Bidding System until 4:00:00 p.m. CDT, on the 23<sup>rd</sup> day of April 2025, for the following:

**Title:** Public Art for South Lakes Park Soccer Complex

**Proposal Number:** RFQ-OCITY-175

**Electronic Bidding System:** Bidnet <https://www.bidnetdirect.com/oklahoma/cityofoklahomacityandtrusts>

**Pre-Proposal Conference:** N/A

**Question-and-Answer Period:** Proposers may submit questions through the Electronic Bidding System up to: 4:00 p.m. April 16, 2025

### Contacts:

Contracting Entity	Planning Department Staff	Email
City of Oklahoma City	Leondre Lattimore	<a href="mailto:leondre.lattimore@okc.gov">leondre.lattimore@okc.gov</a>
	Randy Marks	<a href="mailto:randy.marks@okc.gov">randy.marks@okc.gov</a>
	City Clerk	<a href="mailto:CityClerk@okc.gov">CityClerk@okc.gov</a>

**Invoices:** [arts@okc.gov](mailto:arts@okc.gov)

**Contract Duration:** N/A

**Renewal Option (if any):** N/A

**Governing Law:** Oklahoma law and venue state or federal court in Oklahoma County, Oklahoma.

**Insurance, Bonds, Warranties Required (if any):** See insurance requirements in Sample Agreement

## Notice

### Basic Information

**Reference Number** 0000379927  
**Issuing Organization** The City of Oklahoma City and Trusts  
**Owner Organization** RFQ/ART  
**Solicitation Type** RFQ - Request for Qualifications (Formal)  
**Solicitation Number** RFQ-OCITY-175  
**Title** Call to Artist for Public Art for South Lakes Park Soccer Complex  
**Source ID** PU.MU.USA.2722754

### Details

**Location** Oklahoma County, Oklahoma  
**Delivery Point** See RFQ Documents  
**Description** The South Lakes Park Soccer Complex, located at 12310 S Meridian Avenue, is currently undergoing significant upgrades as part of the MAPS 4 park improvements initiative. South Lakes Park operates as a recreational and competitive soccer complex, primarily serving the residents of southwest Oklahoma City.

### Dates

**Publication** 03/26/2025 10:00 AM CDT  
**Question Acceptance Deadline** 04/16/2025 04:00 PM CDT  
**Questions are submitted online** Yes  
**Closing Date** 04/23/2025 04:00 PM CDT

### Contact Information

Robin Lockaton  
 robin.lockaton@okc.gov

RFQ/ART  
 Leondre Lattimore  
 leondre.lattimore@okc.gov

Randy Marks  
 randy.marks@okc.gov

City Clerk  
 cityclerk@okc.gov

### Bid Submission Process

**Bid Submission Type** Electronic Bid Submission  
**Pricing** No Pricing  
**Pricing** No Pricing  
**Bid Documents List**

Item Name	Description	Mandatory	Limited to 1 file
Proposal Documents	Attach Proposals Document(s) as requested in the RFQ.	Yes	No
Exceptions	Attach Exceptions to RFQ Requirements (if needed)	No	No

**Allow Additional Documents** Yes

## Documents

### Documents

Document	Size	Uploaded Date	Language
General Instructions.pdf [pdf]	156 Kb	02/07/2025 01:43 PM CST	English
Notice of Proposers - RFQ-OCITY-175 [pdf]	96 Kb	03/13/2025 10:28 AM CDT	English
Sample Art Agreement [pdf]	534 Kb	03/13/2025 10:28 AM CDT	English
RFQ-OCITY-175 [pdf]	1 Mb	03/13/2025 10:28 AM CDT	English
Artist Information and References [pdf]	377 Kb	03/13/2025 10:28 AM CDT	English

## Categories

### Selected Categories

NIGP Categories (3)	
052	<b>ART OBJECTS</b>
05200	<b>ART OBJECTS</b>
05276	<b>Recycled Art Objects</b> Recycled Art Objects
918	<b>CONSULTING SERVICES</b>
91886	<b>Public Art Consulting</b> Public Art Consulting

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The City of Oklahoma City Office of Arts & Cultural Affairs

# Call to Artists:

Request for Qualifications for Public Art for  
**South Lakes Park Soccer Complex**

**RFQ-OCITY-175**



**Deadline for responses: April 23, 2025 @ 4:00 PM (CT)**

## Project: South Lakes Park Soccer Complex

Total art award: \$72,500  
Bid published: March 26, 2025  
Bid deadline: April 23, 2025

### I. Background and Summary

The South Lakes Park Soccer Complex, located at 12310 S Meridian Avenue, is currently undergoing significant upgrades as part of the MAPS 4 park improvements initiative. South Lakes Park operates as a recreational and competitive soccer complex, primarily serving the residents of southwest Oklahoma City. Set to be complete in the summer of 2026, the improvements to the Complex will improve the experience of players and supporters, while aiding in the growth of soccer locally and nationally. The Project completion date is currently expected by the end of 2026.

The art envisioned for this project will be a sculpture or sculptural installation near the main entrance to the facility. The work will be fun, welcoming, and exciting to soccer players and spectators alike, potentially serving as the ideal location for celebratory photos. The work can be interactive, lighted, or functional but neither is required. The work is expected to be durable, robust, and low maintenance.



The above image is an overhead rendering of the main entrance of the Soccer Complex. The red circle indicates the intended location of the sculpture.

The current South Lakes Park improvements are funded by the people of Oklahoma City through a program known as **MAPS4**. In 1993, Oklahoma City voters decided to turn around their struggling city by doing something about it: approving a new tax on themselves. The original Metropolitan Area Projects (MAPS) funded by that tax began the process that has transformed the City and elevated the community. Now in its fourth iteration, [MAPS 4](#) is still a debt-free public improvement program funded by a temporary penny sales tax that will now raise an additional projected \$1.07 billion over eight years.

## II. Budget

The total Art Award of \$72,500 includes all costs for designing, creating, and installing the artwork, including but not limited to materials, engineering, research, fabrication, travel, transportation, required insurance (see Section VIII "Notices"), and any necessary permits.

## III. Eligibility

This opportunity is open to all practicing artists who are at least 18 years of age. All Artists or Artist Teams selected as finalists must attend all required information sessions and site visits. Artist Teams may include Artist Apprentices younger than 18, when prior written permission is provided from the Artist Apprentice's Parent or Guardian.

The Artist or Artist Team that is selected for the Award must identify a locally based (living within a 120-mile radius of the Project site) Project Representative, who is the main Project contact, and who can be on site or react on 24 hours' notice as needed, for construction meetings and other contingencies. Artists may designate themselves, if locally based.

## IV. How to Submit

Proposers must register with Bidnet Direct and submit their qualifications electronically through the Bidnet System. The City and Trusts recommend potential proposers register and become familiar with the proposal process far in advance of submitting their qualifications materials. There is no charge to the proposer for registering or submitting an electronic proposal to the City or Trusts through Bidnet Direct. Instructions below:

### **First time registration in Bidnet Direct / Register for free:**

1. Visit: <https://www.bidnetdirect.com/oklahoma/cityofoklahomacityandtrusts> and click on the "Register Now" button.
2. Select the Limited Plan at no cost.
3. Select Oklahoma in the state field and click on Save and Continue.
4. Enter your company information.
5. Your Username will be prefilled with your e-mail address. Write down your password as you will need when you activate your account.
6. Click on the "I agree to Terms & Conditions".
7. Click on Finalize Registration.
8. This will take you to a confirmation page that you have subscribed.
9. You will receive an e-mail notification to enter your username and password. This will log you into the site. This needs to be done within 48 hours or Bidnet will need to reset for you.
10. Create a company profile to receive bid invitations from agencies. Go to Working Categories and search for Public Art and add the NIGP Code 91886 – Public Art Consulting to your profile. This will allow you to receive alerts for these RFQ's.
11. Bidnet Direct has a webinar on how to register and other training links on the City's Bidnet page at: <https://www.bidnetdirect.com/oklahoma/cityofoklahomacityandtrusts>



## V. What to Submit

We recommend that all submission materials, except for the eight full-size .jpg photos, be combined into a single .pdf then submitted together. Do not include the RFQ; send only the following completed, filled-in forms found in the **Required Forms for RFQ-OCITY-175** pdf in this packet .

### 1. Artist information and references

2. **Artist Statement:** In 500 words or less make the case for yourself to be selected as a finalist. Think about what you uniquely bring to this project; how you would approach the design and implementation of the work; what single work in your portfolio gives us the best insight what you could propose for Cameron?
3. **Instead of a Resume part 1:** In 250 words or less, tell us what life experience or educational experience of yours is most relevant to this project and to our understanding of who you are. Name up to three with brief explanations.
4. **Instead of a Resume part 2:** In 250 words or less, tell us more about at least one but up to three of the works in your image submissions. Give us a backstory, insight into your technique ... whatever gives a richer understanding of what you created and why.
5. **Image list:** Upload up to eight (8) images of representative work. Note: Use digital images in .jpg or .pdf format, not to exceed 2MB in size. Enter image file names and thumbnails where indicated on the image information form, numbered and ordered consecutively.

We highly recommend that you begin the registration process as soon as possible, to ensure you have adequate time to properly complete your registration, and to upload required items.

## VI. Selection Process and Criteria

The Art Selection Committee may include but is not limited to:

- Arts Commissioner
- Professional Art Juror
- Parks Representative
- MAPS 4 subcommittee member
- Stakeholders

All responses to this Call will be evaluated, and up to three (3) finalists for the Project Award will be chosen. The Finalists must attend a mandatory site tour and prepare a Conceptual Design Report to present to the Selection Committee.

Criteria to be applied and interpreted by the Selection Committee include:

- Artistic excellence and originality, as evidenced by representation of past work in images and other supporting materials
- Consideration for public safety
- Evidence of ability to handle a project of this size and scope
- Appropriateness of Artist's approach and style to the Project's intent and site
- Stated availability to work within the Project time frame, and to be present for required meetings



- Price and current market value of Artist(s)' work in relation to the scope and value contemplated for this commission

If selected, Finalists will prepare and present a Conceptual Design Report to the Selection Committee. The report must include the following items:

- ☐ Illustrations and/or models of the proposed design
- ☐ A Project Budget, with sufficient detail to illustrate the Finalist's understanding of the Project
- ☐ Installation/production details (to include surface prep, on-site equipment, proposed timeline)
- ☐ A Maintenance Plan, with an estimate of annual costs to maintain the proposed work
- ☐ A 500 word or less Statement about the proposed work
- ☐ A Statement about any conflicts in Artist's schedule with the proposed Project schedule
- ☐ For teams, a statement about the agreed-on roles of each individual team member

Each finalist/finalist team will be paid a fee of \$1,000 (only one \$1,000 payment per team) to include all design fees, materials, transportation, and any other costs or fees associated with competing in the Selection Process, attending the site tour, and making a final presentation. These fees are usually processed and paid within three weeks of the Final Selection.

## VII. Schedule of events

The following Schedule is proposed for this Call to Artists. All times and dates are tentative; the City reserves the right, as deemed necessary, at its sole discretion, to adjust this Schedule by written notice to all the Artists who have timely responded to the RFQ.

<b>Call to Artists (RFQ) Announced</b> .....	<b>Wednesday, March 26, 2025</b>
<b>Deadline for Submissions</b> .....	<b>4:00:00 pm CT Wednesday, April 23, 2025</b>
<b>First Selection Committee meeting</b> .....	<b>Thursday, May 1, 2025</b>
<b>Mandatory Site Visit</b> .....	<b>Thursday, May 22, 2025</b>
<b>Final presentations and selection in Zoom</b> .....	<b>Wednesday, July 9, 2025</b>
<b>Arts Commission review</b> .....	<b>4:00:00 pm CT Monday, July 21, 2025</b>
<b>City Council authorization and approval</b> .....	<b>Tuesday, August 12, 2025</b>
<b>Contracting Fabrication, Installation</b> .....	<b>TBD</b>

## VIII. Notices

- The Artist selected for the Project shall retain all rights under 17 U.S.C. §101 et seq. (the Copyright Act of 1976), subject to rights of attribution and certain other specific rights, as well as all other rights in and to the Work, ***except ownership and possession. City shall have ownership and possession of Work pursuant to this Agreement, but shall not own the copyright to the Work, which shall be retained by Artist.*** No Work created by Artist for City, pursuant to this Agreement or any other Agreement, shall be considered a "work made for hire" as defined by Title 17, U.S.C. §§ 101 and 201(b) (the United States Copyright Act of 1976). 17 U.S.C. §106(a) The Visual Artists Rights Act of 1990, "VARA")
- The City reserves the right to amend or withdraw this RFQ-Call to Artists at any time and for any or no reason. Receipt of submission entries by City, or submission of an Artist's entry to City, or selection of an Artist for purposes of negotiating a contract, confers no rights to any Artist nor obligates City in any manner. City reserves the right, at its sole discretion and for any reason, to

reject all submission entries and not award any contract, and to solicit additional or different submission entries at any time. City incurs no obligation regarding this Call to Artists, or any contract resulting there from, until a Public Art Commission Agreement is fully negotiated, and all documents have been properly submitted and executed by all parties.

- The costs of developing a submission entry are solely the responsibility of the Artist. City shall not provide reimbursement for such costs. City shall not be liable for any Artist's preparation costs for any reason, other than the \$1,000 fee paid to an Artist or Artist team invited by the Selection Committee to produce a Conceptual Design Report for the Selection Interview. Submission of an entry shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluations set forth in this Call to Artists, and operates as an offer and a waiver of all objections and Proposer-originated modifications to the contents of this Call to Artists.
- All information in submissions to this RFQ, and any resultant Conceptual Design Reports by finalists for this project, are considered to be public record by the Oklahoma Open Records Act. Any objection to release of submission information must be filed and defended by Artist in the event such a request is made.
- All entries properly submitted shall be received and reviewed by City. City reserves the right to reject any entry deemed to be non-responsive for failure to comply fully with the terms of the Call to Artists. However, City reserves the right, at its sole discretion, to request clarifications, corrections, or additional information, and to waive irregularities in execution or delivery of the entry, provided it is in the best interest of City.
- **The Selectee must identify a locally based (living within a 120-mile radius of the Project site) Project Representative, who is the main Project contact, and who can be on site or react on 24 hours' notice as needed for construction meetings and other contingencies. Artists may designate themselves, if locally based.**

## **IX. Public Art Agreement**

The Artist, either personally or through their agent(s), is responsible for project management. The Art Award/Project Budget covers all aspects of the entire project, including but not limited to design, engineering, construction, foundation, footing, installation, rental, liability insurance, workers' compensation insurance, transportation, shipping, travel, lodging, design district review (if required) and other incidental expenses.

**See Sample Public Art Commission Agreement attached in Bidnet. The Agreement includes non-discrimination and non-collusion requirements and information about the Oklahoma Open Records Act and Confidential Information, and a sample VARA waiver.**

## X. Conceptual Drawings, to be used for reference only



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ARCHITECTS

GH2 ARCHITECTS  
Design. Service. Solutions.

**SOUTH LAKES PARK IMPROVEMENTS** MAPS 4 - M4-NPS10  
CENTRAL PLAZA 3D VIEWS

OKLAHOMA CITY, OKLAHOMA

OCTOBER 2024



PDG  
ARCHITECTS

GH2 ARCHITECTS  
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**SOUTH LAKES PARK IMPROVEMENTS** MAPS 4 - M4-NPS10  
CENTRAL PLAZA 3D VIEWS

OKLAHOMA CITY, OKLAHOMA

OCTOBER 2024





## Required Forms for RFQ-OCITY-175

### I. RFQ OCITY 175: Artist information and References

Legal name of artist, organization, or business: \_\_\_\_\_  
(this is the name that will be used on any resulting Agreement, typically the name under which you file tax)

List your information, team member's information (if working as a team) and references below.

#### Artists/team members:

Lead's Name:	
Title/Role:	
Email:	
Phone:	

Name:	
Title/Role:	
Email:	
Phone:	

Name:	
Title/Role:	
Email:	
Phone:	

Name:	
Title/Role:	
Email:	
Phone:	

#### References:

Name:	
Position:	
Relationship to Artist:	
Email:	
Phone:	

Name:	
Position:	
Relationship to Artist:	
Email:	
Phone:	

## II. RFQ OCITY 175: Artist Statement

**In 500 words or less** make the case for yourself to be selected as a finalist. Think about what you uniquely bring to this project; how you would approach the design and implementation of the work; what single work in your portfolio gives us the best insight about what you could propose for the sculptures?

### III. RFQ OCITY 175: Instead of a Resume:

**In 250 words or less** tell us what life experience or educational experience of yours is most relevant to this project and to our understanding of who you are. Name up to three with brief explanations.

**In 250 words or less** tell us more about at least one but up to three of the works in your image submissions. Give us a backstory, insight into your technique ... whatever gives a richer understanding of what you created and why.



#### IV. RFQ OCITY 175: Image information form

<b>Title of Work:</b>				<b>Place Thumbnail Here</b>
<b>Name of Image File: Start name with 1.</b>				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				<b>Place Thumbnail Here</b>
<b>Name of Image File: Start name with 2.</b>				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				<b>Place Thumbnail Here</b>
<b>Name of Image File: Start name with 3.</b>				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				<b>Place Thumbnail Here</b>
<b>Name of Image File: Start name with 4.</b>				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				Place Thumbnail Here
<b>Name of Image File:</b> Start name with 5.				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				Place Thumbnail Here
<b>Name of Image File:</b> Start name with 6.				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				Place Thumbnail Here
<b>Name of Image File:</b> Start name with 7.				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		

<b>Title of Work:</b>				Place Thumbnail Here
<b>Name of Image File:</b> Start name with 8.				
<b>Media/Medium:</b>				
<b>Dimensions (WxHxD):</b>				
<b>Location:</b>				
<b>Cost/value:</b>		<b>Year Completed:</b>		