

Solicitation RFQ-OCITY-143

Request for Qualifications for Public Art for the MAPS 4 Family Justice Center

Bid Designation: Public



City of Oklahoma City and its Trusts

Bid RFQ-OCITY-143

Request for Qualifications for Public Art for the MAPS 4 Family Justice Center

Bid Number	RFQ-OCITY-143
Bid Title	Request for Qualifications for Public Art for the MAPS 4 Family Justice Center
Bid Start Date	In Held
Bid End Date	Jun 21, 2023 4:00:00 PM CDT
Question & Answer End Date	Jun 12, 2023 4:00:00 PM CDT
Bid Contact	Randy Marks randy.marks@okc.gov
Bid Contact	Robin Lockaton robin.lockaton@okc.gov
Bid Contact	City Clerk cityclerk@okc.gov
Bid Contact	Aubree A Atherton aubree.atherton@okc.gov
Bid Contact	Mark Mishoe mark.mishoe@okc.gov
Contract Duration	One Time Purchase
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Standard Disclaimer	<p>This site and system is hosted by Oklahoma City through BIDSYNC for use of The City of Oklahoma City and its trusts.</p> <p>Certain screens and flags may show the name and/or seal of The City; however, such references do not indicate or change the contracting entity.</p>

Item Response Form

Item	RFQ-OCITY-143-01-01 - RFQ-OCITY-143
Quantity	1 each
Prices are not requested for this item.	
Delivery Location	City of Oklahoma City and its Trusts <u>No Location Specified</u>

Qty 1

Description

Upload your response to the request for proposal as outlines in the RFQ and any related documents to this line item. Please do not add zip files.

GENERAL INSTRUCTIONS AND REQUIREMENTS FOR PROPOSERS

THESE INSTRUCTIONS, REQUIREMENTS AND ANY SPECIAL INSTRUCTIONS CONTAINED IN THE REQUEST FOR PROPOSAL (RFP) DOCUMENT ARE A PART OF THE TERMS AND CONDITIONS OF THE PROPOSER'S PROPOSAL. ANY EXCEPTIONS TO THESE INSTRUCTIONS, REQUIREMENTS OR THE RFP PACKET, MUST BE SPECIFIED AND SUBMITTED WITH THE PROPOSER'S PROPOSAL. A PROPOSER MAY ALSO SUBMIT EXCEPTIONS BY UPLOADING A SEPARATE DOCUMENT LABELED "EXCEPTIONS" INTO THE BIDS SYNC SYSTEM. FAILURE TO INDICATE ANY EXCEPTIONS WILL BE REGARDED AS FULL ACCEPTANCE OF THE REQUIREMENTS, INSTRUCTIONS, AND RFP PACKET AND ANY OTHER PROPOSAL DOCUMENTS RELATED TO THIS RFP.

- 1. EXAMINATION BY PROPOSERS:** All Proposers must examine the specifications, drawings, schedules, special instructions and these general instructions and requirements prior to electronically submitting any proposal. Failure to examine is at the Proposer's own risk as the Proposer will be held to the terms, conditions and requirements therein.
- 2. SUBMISSION OF PROPOSALS ELECTRONICALLY TO THE CITY CLERK/SECRETARY:** Proposals timely received electronically through BidSync in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The BidSync system does not allow proposals to be submitted after the deadline. There will be no exceptions to this policy.
- 3. DESCRIPTIVE TERMS:** Unless the term "no substitute" is used, the use of brand name, manufacturer, make, or catalog designation in describing an item does not restrict Proposers to that particular brand name, etc. The term is simply to indicate the type, character, quality and/or performance equivalence of the item desired. However, the proposed substitution item must be of such character, quality and/or performance equivalence as that indicated in the specifications. A proposed substitute item must include complete data as to the manufacturer's name, type, model number, any descriptive bulletins and specifications. This data can be uploaded electronically through the electronic bidding system.
- 4. EXCEPTIONS:** Any exceptions to these instructions, requirements or the RFP packet, must be specified and submitted with the Proposer's Proposal. A Proposer may submit exceptions by uploading a separate document labeled "Exceptions" into the BidSync system. Failure to indicate any exceptions will be regarded as full acceptance of the requirements, instructions and RFP packet and any other proposal documents related to this RFP.
- 5. EXEMPTIONS FROM CERTAIN TAXES:** The purchase of certain goods or services by the Contracting Entity is exempt from the payment of excise, transportation, use, and sales tax imposed by the federal, state and/or city governments. Such taxes must not be included in the bid prices. Any taxes that are not exempt must be included in the proposed price. No additional payment or compensation will be made for taxes.
- 6. PERFORMANCE BONDS:** If required by the RFP document, the successful Proposer must post a performance bond, a certified check, or a cashier's check in the amount required prior to approval of Agreement/Contract.
- 7. PATENTS:** The Proposer agrees to indemnify and save harmless the Contracting Entity, including any of Contracting Entity's employees from all suits and actions of every nature and description brought against the Proposer because of, or for the use of, patented or licensed appliances, products, or processes. The Proposer shall pay all royalties and charges which are legal, and equitable evidence of such payment or satisfaction shall be submitted upon request of the Contracting Entity, as a necessary requirement in connection with the final execution of any Agreement/Contract in which patented or licensed appliances, products, or processes are to be used.
- 8. TERMINATION:**
 - (a) The performance of services and/or the delivery of items under any Agreement/Contract may be terminated by the Contracting Entity, in whole or in part, whenever it is determined to be in the best interest of the Contracting Entity.

- (b) Any such termination will be effected by delivery to the Proposer of a termination notice specifying the extent to which performance or services and/or delivery of work product or system is terminated, and the date the termination becomes effective.
- (c) After receipt of a termination notice, the Proposer shall stop performance of services and/or accept no further orders under the Agreement/Contract.

9. COMPLIANCE WITH APPLICABLE LAWS: All Proposers must comply with all applicable federal, state or local laws and regulations, including Title VI and all provisions of the Civil Rights Act of 1964 42 U.S.C. §§ 2000d, *et seq.*

10. SELF-INSURED: The Contracting Entity is self-insured for its own negligence. The liability of the Contracting Entity for acts of negligence are limited and subject to the Governmental Tort Claims Act, 51 O.S. §§ 151, *et seq.*

11. RIGHT TO AUDIT: The Contracting Entity shall at all times have the right to examine books, papers and records of the successful Proposer relative to all aspects of the Proposer's proposal and the agreements/contracts awarded as a result of this RFP to assess and confirm proposal and Agreement/Contract compliance. Failure to provide the requested information may result in termination of the Agreement/Contract. This right to audit does not apply to Proposer's other contracts or records not affecting the proposal and Agreement/Contract.

12. SAMPLE FORMS: Sample forms are attached to this document. It is not necessary to submit forms with your electronic proposal. The forms will be completed prior to Agreement/Contract approval.

13. PAYMENTS AND DISCOUNTS:

- (a) Payment for goods and services as specified in the Agreement/Contract shall be processed promptly after completion of delivery and acceptance of items and after receipt from Proposer of properly prepared invoice(s) and/or notarized claim voucher(s), if applicable. Purchases may be made by certain City or Trust employees using a purchasing card. Employees of Contracting Entity are required, when possible, to use a purchasing card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the Proposer may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The price in the Proposal shall cover any fees a Proposer may incur.
- (b) Discounts for prompt payment will not be considered in proposal evaluations, unless otherwise specified. Discounts offered by the Proposer will be taken, however, if payment is made within the discount period.
- (c) Late charges cannot be assessed against Contracting Entity.

14. CURRENCY: The Proposer agrees that all proposals are to be submitted in U.S. dollars. Proposals submitted in any currency other than U.S. dollars may not be considered. The Proposer also agrees that all invoices shall be submitted in U.S. dollars and agrees to accept payment in U.S. dollars as full satisfaction of the invoiced amount unless otherwise agreed to in a negotiated contract.

Oklahoma Open Records Act and Confidential Information

All materials submitted to the Contracting Entity pursuant to this Bid or Proposal potentially become subject to the mandates of the Oklahoma Open Records Act, 51 O.S. § 24A.1. *et seq.* The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records," as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create a specific and express exemption or confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor have a reasonable expectation that this information will be kept from public access.

If you believe that any of the information you have submitted to the Contracting Entity pursuant to this Bid or Proposal is exempt or confidential under a specific state or federal statute, and therefore not subject to public access under the Oklahoma Open Records Act, you must comply with the following:

1. Place said documents/records in a separate electronic file attachment marked “Confidential”. DO NOT label your entire Bid or Proposal as “Confidential” – label only those portions of the Bid or Proposal that you feel are exempt or are made confidential by state or federal law as “Confidential”.
2. For each such document for which you are claiming an exemption or a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. § 85 et seq.

Should an Open Records request be presented to the Contracting Entity requesting information you have identified as “Confidential,” you will be responsible for defending your position in the District Court, if needed.

If you fail to identify any records submitted as part of your Bid or Proposal as “Confidential”, you are agreeing that said records are not exempt or confidential and are subject to public access.

Upon receipt of a request by a third party to review or copy records properly identified as “Confidential,” you will be notified of the request and thereby given an opportunity to immediately enforce and protect your rights by initiating an action in a court of competent jurisdiction. Should you fail to timely bring an action to enforce your rights, then the requested records will be released by the Contracting Entity based upon its determination of the application of the Oklahoma Open Records Act.

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to agreement approval.

NON-DISCRIMINATION STATEMENT

The Proposer agrees, in connection with the performance of work under this Agreement/Contract:

a. That the Proposer will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Proposer shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Proposer agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Proposer agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Agreement/Contract.

c. In the event of the Proposer's non-compliance with the above non-discrimination clause, this Agreement/Contract may be canceled or terminated by the Contracting Entity. The Proposer may be declared by the Contracting Entity ineligible for further Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Proposer.

**THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO
AGREEMENT/CONTRACT AWARD**

~~Sign Here~~ X

Signature of Individual

Title

Printed Name of Individual

Company Name and Address

Zip Code

Telephone Number and Fax Number if any

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to agreement approval.

NON-COLLUSION AFFIDAVIT

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ←

Type Name of Authorized Agent/Representative _____ Title _____

Signature _____

Company Name _____

Address _____ Zip Code _____

Telephone Number and Fax Number, if any _____

TO BE COMPLETED BY THE NOTARY:

State of * _____)
County of * _____) SS.
[*State and County where notarized must be written in for bid/proposal to be considered.]

Signed and sworn to before me on this _____ day of _____ by _____
[Day] [Month] [Year] [Print the name of the agent/representative who signed above.]

My Commission Number: _____
[Oklahoma]

Type Name of Notary Public _____

My Commission Expires: _____
[Date/Year]

Signature of Notary Public _____
[49 Okla. Stat. 2011 §119]

September 2020

This form is a sample only and should not be submitted with proposal. Forms will be completed prior to agreement approval.

	The City of OKLAHOMA CITY	Updated 2019 (Internal use only) PeopleSoft Vendor ID: _____ Entered by: _____ Helpdesk Ticket #: _____ Date: _____
	VENDOR REGISTRATION FORM	
	<p><i>Please print legibly or type this information. Form must be completed and signed by authorized individual.</i></p> <p><i>If you are a single member LLC classified as a Disregarded Entity on your W-9, you MUST provide the owner's SSN or EIN, not the LLC's EIN (see IRS pub 3402).</i></p>	

☐ **NEW DOMESTIC VENDOR** - Attach the most current IRS W-9 form, along with this form; both MUST be filled out in their entirety.

☐ **NEW FOREIGN ENTITY** - Attach the most current, appropriate, IRS W-8 form, along with this form; both MUST be filled out in their entirety.

Please provide the City Department or Employee you are working with:

 City Department

 City Employee

☐ **UPDATE EXISTING VENDOR** - Attach the most current IRS W-9/W-8 form, along with this form; both MUST be filled out in their entirety.

Select all types of applicable update(s):

☐ Address
 ☐ Name
 ☐ Tax ID
 ☐ Contact Information
 ☐ ACH/EFT
 ☐ Other: _____

How did you hear about us? _____

SDBE Program: Please select all applicable vendor characteristics:

☐ Disadvantaged Business Enterprise
☐ Small Business - as defined by the U.S. Small Business Administration
☐ Women-Owned Business - % women owned / controlled _____ %
☐ Minority-Owned Business - % Minority owned / controlled _____ %
 Ethnicity(ies) _____

☐ DUNS Number - _____

If you checked any of the above boxes, please provide a brief description of your business: _____

If you checked any of the above boxes, do you wish to receive notifications of upcoming contract opportunities? ☐

Do you wish to receive payments by electronic funds transfer? ☐

Check here if same as PO address ☐

PURCHASE ORDER ADDRESS

BUSINESS NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP CODE _____

CONTACT PERSON _____

EMAIL ADDRESS _____

TELEPHONE NUMBER _____

PAYMENT REMITTANCE ADDRESS

BUSINESS NAME _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE _____ ZIP CODE _____

CONTACT PERSON _____

EMAIL ADDRESS _____

TELEPHONE NUMBER _____

Any vendor who accepts payment confirms the following: the invoice is true and correct; the work, service or materials as shown by the invoice or claim have been completed or supplied in accordance with the plans, specifications, orders or requests furnished the vendor; and the vendor has made no payment, directly or indirectly, to any elected official, officer or employee of this City, of money or any other thing of value to obtain payment See [62 O.S. § 310.9](#).

I certify that the information supplied herein is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer is now debarred or otherwise declared ineligible by a public agency for bidding or furnishing materials, supplies or services, to any other public agency thereof. NOTE: Article IV, Section 11 of the City Charter prohibits employees of the City from having a proprietary interest in City Contracts See [11 O.S. § 8-11](#).

Return to Procurement Services:
vendorregistration@okc.gov
 100 N. Walker, Suite #200
 Oklahoma City, OK 73102
 (405) 297-2741 Fax (405) 297-2142

Signature of Person Authorized to Sign _____ Date Signed _____

Print Name _____ Title _____



Request

Call to Artists:

Request for Qualifications for Public Art for the
MAPS 4 Family Justice Center

RFQ-OCITY-143

Deadline for responses:

4:00 PM CDT June 21, 2023

**The City of Oklahoma City
Office of Arts & Cultural Affairs**

Total art award: \$290,000
Bid published: May 24, 2023
Bid deadline: June 21, 2023

The MAPS 4 Family Justice Center building will house the Palomar Family Justice Center and partner organizations. Palomar envisions an Oklahoma City that is free from violence, where everyone feels safe and secure. Palomar: **Works** with others to interrupt the cycle of violence and abuse; **Acts** as a catalyst to create a community and culture that is free of violence; **Provides** long-term support for victims and their children to heal from trauma; **Holds** offenders accountable; and, **Empowers** survivors to thrive. Read more about the organization at <https://palomarokc.org/about-us/>.

The Oklahoma City Office of Arts & Cultural Affairs (Arts) seeks a multidisciplinary artist or arts team of up to three people to work with Palomar stakeholders, AHMM Architects, and Arts & Cultural Affairs to identify and then design, fabricate, and install the 1% for Art work for the new facility. The team may be one that always or often collaborates, or it may be one that is specifically assembled for this project. All media will be considered, and multiple individual works in locations in both the interior and exterior of the facility may comprise the total Work.



Figure 1: Preliminary facility design by AHMM

Figure 2(below): Floorplan of first floor



Budget

The total art award of \$290,000 includes all costs for designing, creating, and installing the Work, including but not limited to materials, engineering, research, fabrication, travel, transportation, insurance (see Section X in attached “sample public art agreement”), any necessary permits, and art identification markers.

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, with written permission for participation in the artwork process provided from the artist apprentice’s parent or guardian.

The artist or team that is selected for the award must identify a locally based (living within a 120-mile radius of the Project site). Provided, however, a Project Representative who is the main local Project contact and who can be on site or react on 24 hours’ notice as needed for construction meetings and other contingencies is also acceptable. Artists may designate themselves, if locally based.

Submission through Periscope

Proposers must register with [Periscope](#) (BidSync) and submit their qualifications electronically through Periscope. **The City and its Trusts recommend potential proposers register and become familiar with the Periscope electronic proposal process far in advance of submitting their qualification materials.** There is no charge to the proposer for registering or submitting an electronic proposal to the City or its Trusts through Periscope. You may receive a sales call about upgrading your registration, but there is no obligation to do so for projects announced through Oklahoma City's Office of Arts & Cultural Affairs. Instructions below:

First time registration in Periscope/ Register for free:

1. Visit: bidsync.com/the-city-of-oklahoma-city and click on the "Register for Free" button.
2. Enter your email address twice to verify that it does not already exist in our system. Once prompted to proceed, fill in all required identification fields and agree to the Terms and Conditions for BidSync.
3. Check your **inbox** of the email you provided and locate the email from notify@bidsync.com. Check your spam folders if you do not see it in your inbox.
4. Click the activation link in the email with 24 hours of receiving it to activate your new BidSync account. Once your token is verified, you will be asked to select your account password.
5. Create a company profile to receive bid invitations from agencies. Verify your company address and follow the prompts to add three (3) positive keywords so BidSync can search, locate, and deliver relevant solicitations for you.

We recommend "public art" as one of the keywords. If you have trouble with registration or uploading, contact Periscope customer service at 800.990.9339.

What to submit

To fully respond to this Request for Qualifications, you are required to complete and submit the forms at the end of this RFQ. Instructions are on each form.

Additionally, upload up to 10 images of your representative work. One of the images may be of a previously designed work that has not been built. Do not, however, submit a design *for this site*; it will not be accepted or reviewed by the Selection Committee. Note: Use digital images in .jpg or .pdf format, not to exceed 2MB in size. Enter image file names where indicated on the image ID form, numbered and ordered consecutively.

Complete the forms that accompany this RFQ, save them to your computer, then upload the forms along with the images of your work in BidSync.

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. If you have trouble with either registration or uploading, call Periscope (BidSync) immediately, at 800.990.9339 for excellent customer service.

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.

Call to Artists (RFQ) Announced.....	Wednesday May 24, 2023
Deadline for Submissions	4:00:00 pm CDT June 21, 2023
First Selection Committee meeting.....	Wednesday June 28, 2023
Mandatory Site Tour	Friday July 7, 2023
Final Selection Committee meeting	Thursday August 10, 2023
Arts Commission review.....	4:00pm CDT on Monday August 21, 2023
City Council authorization and approval	Tuesday August 29, 2023
Contracting Fabrication, Installation.....	TBD
Estimated project installation date.....	TBD

Selection committee

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

- Arts Commissioner
- Professional Art Juror
- MAPS 4 Representative
- Family Justice Stakeholders

All responses to this Call will be evaluated and up to three 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.

Selection process and criteria

Submissions will be evaluated to determine whether the artist or artist team possesses the creativity, technical skills, and discipline required for this public art Project. In the first round of the selection process all valid entries will be considered, and up to 3 Finalists will be chosen. 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
- Evidence of ability to handle a project of this size and scope
- Appropriateness of artist team's approach and style to the Project's intent and site
- Stated availability to work within 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

Artists should also consider the criteria used in the final round when preparing materials for the first selection round.

In the second round, Finalists will prepare and present to the Selection Committee a Conceptual Design Report. The report must include:

- Illustrations and/or models of the proposed designs
- A Project budget with sufficient detail to illustrate the Finalist's understanding of the project
- Installation/production details (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-upon roles of each individual team member

Criteria to be applied and interpreted by the Selection Committee in the Final Selection will be:

- **Ability to communicate the proposed design and why it achieves the goals of the project.**
- **The quality of the proposed design approach. What is the level of artistic thought and excellence communicated through illustrations and words? What is the technical feasibility of the proposed design approach?**
- **The quality of the response to the site as demonstrated by the relationship of this project to its setting in space and time.**
- **The ability to follow through and complete the project within the scope of time anticipated. This will be determined to some extent by conversations with the references provided at the time of submission.**
- **Other criteria may be established by the Selection Committee. Any additional criteria will be outlined in the Committee's written instructions provided to Finalists at the Mandatory Site Tour.**

Each finalist/finalist team will be paid a fee of \$2,500 (only one \$2,500 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.

Copyright

Artist 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).

Other submission information

The City reserves the right to amend or withdraw this 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 therefrom, until a contract 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 \$2,500 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 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.

Selected artist(s) will be required to provide City with the following: (a.) A certificate of liability insurance coverage; a certificate of workers' compensation insurance coverage, or a certification of waiver obtained from the State of Oklahoma; (b.) Insurance for the amount of the art award to cover Work while being transported; (c.) A VARA waiver; and (d.) an installed art identification marker about the Work. See attached **Sample public art agreement** for further details about these and other requirements.

Sample VARA waiver

**General VARA Waiver for Works of Visual Art
(Two-Dimensional Artwork)**

I, _____ (print name), "Artist," hereby acknowledge the rights of attribution and integrity generally conferred by Section 106A(a) of Title 17 of the U.S. Code, (The Visual Artists Rights Act of 1990, "VARA"), and any other rights of the same nature granted by other federal, state, or foreign laws. Artist hereby waives his/her VARA rights for the following work(s) of visual art:

ARTWORK ENTITLED:

MATERIALS:

Date: _____ Signature of Artist: _____

Artist hereby acknowledges retention of all rights to The City of Oklahoma City 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.

Sample public art agreement. This is for information purposes only.

CITY OF OKLAHOMA CITY

1% FOR ART-PUBLIC ART COMMISSION AGREEMENT

PROJECT: Name of artwork

THIS AGREEMENT, made and entered into this (date) day of (month), (year), by and between The City of Oklahoma City, hereinafter called "City," and (Artist name-can also include dba name here), hereinafter called "Artist," for (describe scope here and remain consistent with description throughout agreement, example: the design, fabrication, delivery, and installation) of a (sculpture/mural/other) titled "(name of artwork)," hereinafter called the "Work."

Artist was selected pursuant to a competitive process by the City for (consistent scope) of the Work at the location described in Exhibit A, hereinafter the "Location" and Artist is willing to provide such services and the Work, as set forth in Exhibit B, attached hereto and made a part of this Agreement. City desires to contract with Artist for the (consistent scope) on such terms and conditions as hereinafter follow.

NOW, THEREFORE, in consideration of the premises and mutual promises herein contained, City and Artist agree as follows:

SECTION 1: ARTIST SERVICES

Artist's Work shall reflect concepts and designs as depicted in the Artist's Conceptual Design Report and recommended by the Selection Committee and the Oklahoma City Arts Commission, which concepts and designs are set forth in Exhibit B, attached hereto and made a part of this Agreement. Artist may discuss the Work or its requirements with various departments of the City, but the Arts Liaison or her designee, hereinafter called "Arts Liaison," shall authorize all specific direction or responses to all requests of the Artist. Artist shall be responsible for (consistent scope) and for all services and expenses associated with (consistent scope) of the Work, including all necessary supplies, materials, equipment, and permit requirements. Artist shall (consistent scope) the Work to conform to the requirements of all City and State of Oklahoma laws, ordinances, codes, regulations, and requirements which affect completion of the Work. If requested, Artist shall assist in filing any documents required to secure approval of all governmental authorities having jurisdiction.

A. COMMENCEMENT OF WORK

Work shall commence upon Artist's receipt of the executed Agreement and a written Notice to Proceed authorized by the Arts Liaison.

The goal of the parties is for Artist to (consistent scope) a Work titled "(name of artwork)," as described in Exhibit B. In addition, Artist shall design and provide material specifications and other requirements as may be necessary for an appropriate art identification marker.

The Work represents the creative talents of the Artist and satisfies the specifications of the City. Both parties recognize that they must consult closely to accomplish the Work that is the goal of this agreement.

B. COMPLETION OF DESIGN

Artist shall request additional information from City as needed to prepare construction drawings and specifications to the satisfaction of the City.

Artist shall travel to the Location as necessary to field verify and coordinate with Staff, Consultants and General Contractor regarding the Location and the Work.

IF STRUCTURAL: Artist shall complete an Engineering Plan. The Engineering Plan shall accurately depict the site for the Work, including dimensions in inches and feet. The Engineering Plan shall be based on plans created by the Project Architect and General Contractor for the project site, which will be provided to Artist by the City. Artist's Engineering Plan shall include:

- a. Elevation renderings that shall accurately depict the final "look" of the Work. The size, weight, and materials shall be clearly shown on the drawings. All elevation renderings shall include scale for dimension purposes and shall be signed and sealed by an Oklahoma licensed architect/engineer prior to review and for permitting purposes.
- b. Artist shall complete Connection Drawings reflecting details of how the sculpture will be connected to the building infrastructure or the site improvements. Connection drawings showing sizes, types of fasteners and materials shall be included. Connection Drawings shall be signed and sealed by an Oklahoma licensed architect/engineer prior to review and for permitting purposes.

IF NON-STRUCTURAL: Artist shall complete a Site Plan. The Site Plan shall accurately depict the site for the Work, including dimensions in inches and feet. The Site Plan shall be based on plans created by the Project Architect and General Contractor for the project site, which will be provided to Artist by the City. The Site plan shall include an aerial view and an elevation rendering that shall accurately depict the final "look" of the Work. The size weight and materials shall be clearly shown on the drawings. All elevation renderings shall include scale for dimension purposes.

IF ELECTRICAL: Artist shall complete Electrical and Lighting Plans and details shall include complete wiring diagrams, specifications, and estimated load. Plans shall be signed and sealed by an Oklahoma licensed architect/engineer prior to review for permitting purposes.

4. Artist may be required to complete Other Information. Depending on the installation method, additional drawings may be requested for review and permitting purposes. Any Other Information required shall be requested from Artist in writing. Artist shall then be allowed at least thirty (30) days to provide requested information.

5. Artist shall avoid the use of materials or finishes known to be hazardous or potentially hazardous, including asbestos or any derivative thereof. Artist shall report to the Arts Liaison any material or finish hazard and any action taken by Artist to minimize or eliminate hazard.

6. Artists shall indemnify the City and hold the City harmless and be solely responsible for any infringement of a trademark or copyright or any other liability associated with images used in the Work. If notified of any infringement, Artists shall be required to notify the City, and develop a plan to remove the specified image or images and replace with a suitable image approved by Arts Liaison, at no additional cost to City and within a period of 30 days of original notice.

C. CONSTRUCTION DRAWINGS AND SPECIFICATIONS - IF STRUCTURAL

1. Prior to Artist completion of Construction Drawings and Specifications for the Work, Artist will apply for and receive City Engineer approval. The City Engineer will use the Engineering Plan, Connection Drawings, Site Plan, Electrical and lighting Plan, and Other Information as may be requested by Public Works, including revisions that may be requested for the City Engineer's evaluation.

2. Artist shall secure all required reviews, licenses, and similar legal authorizations at Artist's expense for development of the Work and pay all costs for licensing and permitting the Work as may be necessary for the installation and maintenance of the Work at the Location until final acceptance by the City.

3. Once all plans are permitted, fabrication of the Work shall begin.

4. Artist shall send monthly progress reports by the first business day of each month to okcarts@okc.gov during the term of this agreement. During fabrication, Artist shall include images of fabrication with the monthly progress report. Once fabrication of the Work is completed, Artist shall submit a report to the Arts Liaison certifying that the Work has been completed. The report shall include plans for installation and a description of any activities requiring coordination with the City.

D. Delivery and Installation Phase

1. The Work shall not be delivered to the Location or installed until Artist has received written authorization from the Arts Liaison that the specific installation plans submitted by Artist have been approved by the City, which authorization shall not be unreasonably withheld.

2. Following delivery of the Work, Artist shall install the Work at the Location in Exhibit A. Artist shall be responsible for all expenses, labor and equipment involved with the installation of the Work.

3. All risk of destruction of, or damage to, the Work or any part thereof from any cause whatsoever shall be the responsibility of Artist until delivery, installation and final acceptance of the Work is authorized by the Arts Liaison, except that the risk of loss or damage shall be borne by City prior to final acceptance of the Work during such period of time as the partially or wholly completed Work is in the custody, control or supervision of City or its agents. Artist shall provide the Arts Liaison and City with at least a thirty (30) day notice of the proposed date of installation.

4. Arrangements for access to the Location for installation shall be as authorized through the Arts Liaison or authorized representative, and access thereto shall not be scheduled until City has received from Artist a Certificate of Insurance as required in Section X. Access may be scheduled for weekends as well as during normal business hours, upon prior arrangement as authorized by the Arts Liaison.

5. Artist shall notify the Arts Liaison in writing when the Work is installed, and all services have been completed to secure final acceptance by City.

6. The anticipated project schedule that includes completion is described on Exhibit C, attached to this agreement.

7. Artist shall prepare or cause to be prepared a detailed Maintenance Plan for the Work. The Maintenance Plan is subject to changes based on finalized construction methodology and/or material selection and shall be submitted within 30 days following Final Acceptance of the Work. A Preliminary Maintenance Plan is attached as Exhibit D to the Agreement.

Section II-CITY'S RESPONSIBILITY

- A. City shall provide all information, including requirements and specifications, for the Location of the Work, which shall be as shown on Exhibit A. All specifications shall be provided as authorized through the Arts Liaison.
- B. City shall examine materials and information submitted by the Artist and promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the Work unless City must rely on a third-party Conservatory or other expert for decisions. Response to the Artist's written request for decisions related to the Work shall be made in writing as soon as reasonably possible.
- C. City shall provide final acceptance of the Work to be effective as of the earlier to occur of (1) the date of the City's notification of final acceptance; or (2) the 30th day after the Artist has sent written notice to the Arts Liaison as required under Section I.D.5., unless the Arts Liaison, upon receipt of such notice and prior to the expiration of the 30-day period, authorizes written notice to the Artist specifying and describing the services which have not been completed.
- D. City, through the authorization of the Arts Liaison, shall provide technical assistance and recommendations to Artist to secure all required reviews, licenses and similar legal authorizations, licensing and permitting for the Work as may be necessary for the installation and maintenance of the Work at the Location until final acceptance by City.

Section III-COMPENSATION AND PAYMENTS

- A. Following approval of this Agreement by the City, payments shall be made to Artist in full consideration of the design, fabrication, delivery, and installation of the Work as described on Exhibit E attached to this agreement.
- B. Compensation and payment to Artist for Work under this contract shall not exceed \$XXX, as described on Exhibit E attached to this agreement.
- C. All requests for payment shall be submitted to the Arts Liaison for review and approval, and shall be in accordance with City procedures, which procedures are described on Exhibit F, Processing Artist Claims for Payment, attached to this Agreement.

Section IV-TERMINATION OF AGREEMENT

If either party willfully or negligently fails to fulfill in a timely manner any of the stipulations of this Agreement, or otherwise violates such stipulations or commits an event of default hereunder, then the other party shall thereupon have the right to terminate this Agreement by giving written notice to the defaulting party by certified mail, return receipt requested, or sent by email confirmed by a response from the recipient, of its intent to terminate and specifying the grounds for the termination. The defaulting party shall have thirty (30) days after the receipt of a termination notice to cure the default. If the default is not cured, then this Agreement shall terminate without further required action of the party giving notice. City may terminate this Agreement at any time, for convenience, when it is in the best interest of the City to do so.

A. Termination by Artist

If this Agreement is terminated by Artist before installation of the Work without fault on the part of the City, the Artist shall refund to City all monies paid by City to the Artist for the performance of work under this Agreement

The Artist may then retain the Work, together with any models, plans or drawings and all materials and supplies purchased for the Work, for the Artists own use without restrictions.

B. Termination by City

1. In the event this Agreement is terminated by City without fault on the part of the Artist, the Artist shall be entitled to a final payment or settlement as set forth in either of the following options set forth in this paragraph, as the Artist deems appropriate. Exercise of either of these options by the Artist shall not prevent the Artist from pursuing a remedy otherwise available in law or equity.

a. Artist shall be paid an amount equal to the percentage of the Work done at the time the Agreement is terminated, as determined by the Payment Schedule, Exhibit E attached to this Agreement. The Installation Phase shall be included when computing the percentage of Work completed. If payments previously made to the Artist exceed the total amount due, then the Artist shall deliver to the City the Work in whatever form it exists at the time of termination, which shall then become the property of the City for use without restriction, except that it shall not be represented to be the Work of the Artist; or

b. Artist may refund to City all monies paid by City prior to the time of termination and shall then retain the Work, together with any models, plans, or drawings and all materials and supplies purchased for the Work, for the Artist's own use without restrictions.

2. In the event this Agreement is terminated by City for fault on the part of the Artist, or in the event of any breach of the terms of this Agreement by the Artist, City may require either of the options that would have been available to the Artist in this section. Exercise of either of these options by City shall not prevent City from pursuing a remedy otherwise available to it in law or equity.

Section V-GENERAL CONDITIONS

A. The failure of either party to enforce any of the provisions of this Agreement or to require performance of the other party of any of the provisions hereof shall not be construed to be a waiver of such provisions, nor shall it affect the validity of this Agreement or any part thereof, or the right of either party to thereafter enforce every provision.

B. The terms of this Agreement constitute the entire understanding between the parties hereto and no statement, promise, condition, understanding, inducement, or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. This Agreement may only be amended or modified by mutual consent of the parties hereto in writing signed by both parties.

C. Neither the performance of this Agreement, nor any part thereof, nor any monies due or to become due thereunder may be assigned by Artist without the prior written consent and approval of City.

D. Optional for Studios/Teams: The death or incapacity of individual artist name will not affect the terms of this contract which shall be fulfilled by Artist. Or The death or incapacity of (artist, artists, etc) will not affect the terms of this contract which shall be fulfilled by surviving (Artists). In the event of the death of all Artists, the estates of the Artists shall deliver to the City the Work in whatever form it exists at the time of termination, which shall then become the property of the City for use without restriction.

E. Nothing contained in the terms of this Agreement shall create or give to third parties any claim or right of action against City.

F. Artists shall protect Location property and City structures, including but not limited to buildings, roads, public streets, sidewalks, and landscape elements from paint, dust, dirt, rubbish, or other nuisance arising out of Artists' operations or storage practice. Any paint overspray and drips must be removed from all surfaces, and surfaces must be restored to their original condition. The repair of or compensation for damage to City property due to negligence or lack of adequate protection on the part of Artists shall be at no cost to City.

G. Artist shall perform no construction operations of any nature on, over or across premises except such construction operations as are specifically authorized in Artist's plans or specifications, or as otherwise authorized in writing by Arts Liaison.

H. Artist shall comply with all applicable laws, statutes, ordinances, regulations, and administrative requirements including but not limited to safety and engineering regulations and requirements of the City.

I. Directly upon completion of the installation of the Work, Artist shall remove from Location all equipment and any waste materials not previously disposed of, leaving Location thoroughly clean and ready for City, final inspection.

J. Installation and worker safety shall be in conformance with Oklahoma laws and regulations.

K. Artist shall be responsible for all mailing, shipping, transportation, and travel expense required under this Agreement and all Federal and State income taxes on the total compensation from this Agreement, as well as any State and City sales tax which may be required.

L. Artist and all agents and employees of Artist shall observe and comply with all prevailing Federal, State and City laws, ordinances, regulations, and requirements which in any way affect conduct or Work under this Agreement.

M. Artist agrees, in connection with the performance of work under this Agreement, that Artist will not discriminate in accordance with the Non-Discrimination Statement, Exhibit G attached to this Agreement. Further, any violation of such provisions shall constitute a material breach of this Agreement.

N. Artist states that Artist has not been a party to any collusion in the Selection, preparation of the Conceptual Design Report, or in connection with the award or approval of this Agreement as fully described on the Anti/Non-Collusion Affidavit, Exhibit H attached to this Agreement.

O. Prior to beginning the Work, Artist shall furnish to the Arts Liaison for approval any names of collaborators, makers, or fabricators to be used on the Work. Any subsequent changes are subject to the approval of the Arts Liaison.

P. It is mutually understood and agreed that this Agreement shall be governed by the laws of the State of Oklahoma, both as to interpretation and performance. Any action of law, suit in equity or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Oklahoma.

Section VI-NOTIFICATION

A. All notices, requests, demands, and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery and receipt, if delivered personally, or sent by email confirmed by a response from the recipient, or sent by registered or certified mail with return receipt requested and postage prepaid, as follows:

If the Arts Liaison, to:	Arts Liaison, Office of Arts & Cultural Affairs Oklahoma City Planning Department 420 W. Main, 9th Floor Oklahoma City, OK 73102 okcarts@okc.gov
If the City, to:	City Clerk The City of Oklahoma City 200 N. Walker Avenue, 2nd Floor Oklahoma City, OK 73102 cityclerk@okc.gov
If the Artist, to:	(Artist) (Address) Oklahoma City, OK 73xxx artist email@gmail.com

Section VII-INDEMNIFICATION

Artist agrees to release, to defend, to indemnify and to hold harmless City and its members, officers, agents, and employees, from and against all claims, costs and damages, suits, expenses, liability actions or procedures of any kind or nature whatsoever arising out of Artist's activities under this Agreement.

Section VIII-ARTISTS' REPRESENTATIONS AND WARRANTIES

A. Defects in Material or Workmanship and Inherent Vice. Except for unforeseen changes in environmental conditions or changes to the Location by City or by third parties affecting the Work site (including but not limited to, damage by car or other vehicle or equipment, intentional vandalism, tornado, windblown objects and hail), Artist warrants that the Work will be free of defects in workmanship or materials, including inherent vice, and that Artist will at Artist's own expense, promptly remedy and any defects that arise within a period of three (3) years from the date the Work is finally accepted by City. Artist further warrants that the Work will not require maintenance substantially more than that described in the recommendations provided by Artist to City for the following periods from date the Work is finally accepted by City: (description). The Preliminary Maintenance Plan is attached hereto as Exhibit D. "Inherent vice" refers to a quality within the material or materials that comprise the Work which, either alone or in combination, results in the tendency of the Work to destroy itself. City agrees that it shall exercise reasonable care and diligence to prevent conditions that may damage or otherwise degrade the materials and structure of the work.

B. Public Safety. Artist warrants that the Work will not contain sharp points or edges or be constructed of a material which, when broken will be of such nature that the City deems it a danger to the public. Artist agrees to cooperate in making or permitting adjustments to the Work if necessary to eliminate such hazards which become apparent within three (3) years of the date the Work is finally accepted by City.

C. Title. Artist warrants that the Work is solely the result of the artistic efforts of Artist and that it will be installed free and clear of any liens, claims or other encumbrances of any type.

D. Unique. Artist warrants to the best of the Artist's knowledge that the Work is unique and an edition of one and does not infringe upon any copyright, and that Artist will not execute or authorize another to execute another Work of the identical design as the Work commissioned pursuant to this Agreement. This warranty shall continue in effect for a period consisting of the life of Artist plus 50 years and shall be binding on Artist's heirs and assigns.

Section IX-EXCUSE OR SUSPENSION OF CONTRACTUAL OBLIGATIONS

The parties shall be excused from performing an obligation under this Agreement if performance of that obligation is prevented by a condition beyond the control of the parties, such as acts of God, war, public emergency or strike or other labor disturbance. An obligation affected by a condition beyond the control of the parties shall be suspended only for the duration of the condition unless otherwise agreed by the parties. Both parties shall take reasonable steps during the existence of the condition to assure performance of their contractual obligations when the condition no longer exists. The Schedule will be equitably adjusted to reflect delays in the work that are not the fault of the parties.

Section X-INSURANCE TYPE, AMOUNT, AND DURATION

Artist shall:

Procure and maintain throughout the fabrication, transportation and installation phases of this Agreement, any insurance, including employers' liability insurance and/or workers' compensation insurance, to the extent and in the manner required by the statutes of the State of Oklahoma. Artist shall furnish Arts Liaison and City with a certificate of such insurance which shall provide that City is an additional insured under said policy or policies and that said policy cannot be canceled except upon thirty (30) days advance written notice to City. An Oklahoma Workers' Compensation Certificate of Noncoverage for Artist and for each employee of Artist will be accepted in lieu of workers' compensation coverage.

Artist shall procure, prior to entering the Location to install the Work and maintain until final acceptance of the Work by Arts Liaison:

A. General Commercial Liability Insurance with responsible insurance underwriters acceptable to City insuring City and Artist against all legal liability for injuries to persons caused by Artist's use and occupancy of the premises or otherwise caused by Artist's activities and operations on said premises, with liability limits of not less than those established in the Governmental Tort Claims Act, 51 Oklahoma Statutes X 151 et seq., for accidental and personal injury. Currently, those limits are \$175,000 for a claim for any other loss arising out of a single act, accident, or occurrence; \$25,000 for a loss of property; and \$1,000,000 for any number of claims arising out of any single occurrence; \$25,000 for a loss of property; and \$1,000,000 for any number of claims arising out of any single occurrence or accident. Artist shall furnish City and Arts Liaison with a certificate of such insurance which shall

provide that City is an additional insured under said policy or policies. If the Policy limits are aggregated in nature, then insurance provider and Artist shall provide evidence from their insurer that there is adequate remaining coverage pursuant to the provisions of this Agreement. Artist shall furnish Arts Liaison and City with a certificate of such insurance which shall provide that City is an additional insured under said policy or policies and that said policy cannot be canceled except upon thirty (30) days advance written notice to City.

B. Property in Transit insurance, with limits of not less than \$XXXXXXX.

Section XI-OWNERSHIP

☐ Title: Title to the Work shall remain in Artist until Artist is paid in full pursuant to Section III hereinabove.

B. Ownership of Documents. Samples. Upon final acceptance of the Work and upon written request from Artist, the studies, drawings, and models prepared and submitted under this Agreement as presented to the assembled Selection Committee shall be returned, at Artist's expense, to Artist and shall belong to Artist.

Section XII-EXPLOITATION OF THE WORK AND REPRODUCTION RIGHTS

A. Copyright. Artist shall retain all rights under 17 U.S.C. §101 et seq. (the Copyright Act of 1976), subject to section XIII of this contract and all other rights in and to the Work, except ownership and possession, except as otherwise provided in this Agreement. City shall have ownership and possession of the Work pursuant to this Agreement, but shall not own the copyright to the Work, which shall be retained by Artists.

B. Reproductions. City, in exercise of its exclusive ownership and possession, may make, or authorize the making of, photographs and other two-dimensional reproductions of the Work for educational, public relations, arts promotional and other purposes. In the case of such use by City, the Artist shall be entitled to customary and appropriate identification as the creator of the Work as follows: (name of artist © year). Such notice shall also be affixed to the Work in its Location of permanent display and at any Location of public display or exhibition.

C. Art Marker. Artist shall create and install an art marker identifying the Work or create a marker integral to the Work. The art identification marker shall be developed in accordance with current standards promulgated by the Oklahoma City Arts Commission.

D. City's Credit. Artist agrees that all references made by Artist to the Work shall include the following credit line: "Commissioned under Oklahoma City's 1% for Art Ordinance" or equivalent, and that Artist will make a good faith effort to ensure that any and all references to the Work by others will include the same credit.

E. Documentation.

1. During fabrication and submitting by the 5th day of every month, Artist shall provide the City with one or more publication photos of the work in progress, accurate in color and detail and in .jpg format, along with a written progress report.

2. During installation Artist shall provide the City with one or more publication photos of the work in progress, accurate in color and detail and in .jpg format

3. After completion and within thirty (30) days following installation of the Work Artist shall provide the City with one or more publication photos of the Work, accurate in color and detail and in .jpg format.

F. Photography. Upon reasonable notice to City, Artist shall be permitted to enter upon the premises at a mutually convenient time or times to reproduce by photographic or other means, the Work described herein.

G. Publicity. The City grants to the Artist the right to use the City's name and project name and project name and description for non-commercial purposes relating to the Work, such as to identify the Work as part of Artist's portfolio, promotional and marketing materials including, but not limited to, on Artist's website, and in third party publications or media.

Section XIII-CARE OF WORK, REPAIR AND RESTORATION AND RIGHT OF RECOVERY

All parties agree that application of the Visual Artists Rights Act (VARA) 17 U.S.C. § 106A et seq., will be waived by Artist. _____ (Artist's initials and date). However, the City promises Artist that:

A. City shall not intentionally destroy, damage, alter, modify, or change the Work except when the condition, safety or security of the Work cannot be guaranteed as determined by the City.

B. It is the policy of City to consult with Artist regarding repairs and restoration which are undertaken during Artist's lifetime, when that is practicable. To facilitate consultation, Artist shall notify City of any change in Artist's permanent address, email address or contact telephone number. If Artist is unable or unwilling to perform any necessary repairs or restoration, or if City desires to use someone other than Artist to repair or restore the Work, City shall have such Work performed in accordance with recognized best practices and in accordance with an Artist's workplan approved by City in advance.

C. When it is practical to do so, the City shall notify Artist of any proposed alteration of the Location that would affect the intended character and appearance of the Work and shall consult with Artist in the planning and execution of any such alteration. City shall make a reasonable effort to maintain the integrity of the Work.

D. Nothing in this Section XIII shall preclude any right of the City to remove the Work from public display or to permanently relocate the Work to a Location not specified in Exhibit A.

E. If at any time, the City elects to remove the Work and deaccession the work from its public art collection for either surplus sale and/or destruction of the Work, City shall so advise Artist. Artist may, at its option, to be exercised within thirty (30) days following receipt of such notice, request that City convey, transfer and assign to Artist, the Work, and all City's rights to the Work, along with any and all intellectual property rights held by City and acquired under this Public Art Commission Agreement or otherwise related to the Work. If Artist requests such conveyance, transfer, and assignment, Artist shall tender payment of the surplus value of the Work utilizing the same process by which City now sells surplus goods and equipment. City shall freely make such conveyance, transfer, and assignment within thirty (30) days following receipt of notice and payment, and Artist shall remove the Work from the Location within thirty (30) days following receipt of the conveyance, transfer, and assignment from the City. If no response is received from Artist within thirty (30) days following receipt of notice from City, City may proceed with its plan to deaccession the Work from the collection and either surplus sale and/or destroy the Work.

Section XIV-REPUTATION

A. City's Commitment. City agrees that it will not use the Work or Artist's name in a way which reflects discredit on the Work or on the name or reputation of Artist as an artist. In the event the Work is in some way represented in a way it was not intended by Artist, Artist has the right to request that the Work shall no longer be represented as the Work of Artist.

B. Artist's Commitment. Artist agrees that Artist will not refer to the Work or reproduce the Work, or any portion thereof, in a way which reflects discredit on City or the Work.

Section XV-NO ASSIGNMENT OR TRANSFER

The personal skill, judgment and creativity of Artist is an essential element of this Agreement. Therefore, although the parties recognize that Artist may employ qualified personnel to work under Artist's supervision, Artist shall not assign, transfer, or subcontract the creative and artistic portions of the Work to another party without the prior written consent of City through the Arts Liaison.

XVI-SUCCESSORS AND ASSIGNS

City and Artist each bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party in respect to all covenants of this Agreement to the extent the law allows. Artist shall not assign, sublet, or transfer Artist's interest in this Agreement without the written consent of the City, through the Arts Liaison or her designee. In no event shall Artist attempt to create a contractual relationship between any third party and the City.

IN WITNESS WHEREOF, the parties hereto have approved this Agreement as indicated by the authorized signatures below, as of the dates there set out.

APPROVED by The City of Oklahoma City and SIGNED by the Mayor this _____ day of _____, 2022.

RFQ OCITY 143: Contact 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)

Artists/team members (add additional team member names and information on lines below references)

Name 1: _____

Title/role: _____

Email: _____

Phone(s): _____

Name 2: _____

Title/role: _____

Email: _____

Phone(s): _____

Reference 1:

Name and position: _____

Email and/or phone: _____

Reference 2:

Name and position: _____

Email and/or phone: _____

RFQ OCITY 143: Artist Statement

In 500 words or less please explain why you are the best candidate for this project and what your approach would be to the design and implementation of the work. Start showing us your creativity in this statement. There is no need to thank us for the opportunity or tell us how wonderful we are; we thank you for participating. Use your name or the name of your organization only once. Thank you!

RFQ OCITY 143: 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 what works of art you have created—public or otherwise—that are most relevant to this project and to our understanding your work. Name up to three with brief explanations.

RFQ OCITY 143: Image information form

Artist/team name: _____

1. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

2. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

3. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

4. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

5. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

6. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

7. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

8. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

9. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

10. Title of Work: _____
Name of image file: _____
Media: _____
Dimensions (feet/inches): H _____ W _____ D _____ Value/cost: \$ _____
Year completed: _____ Location: City _____ State: _____
Brief statement: _____

Published in *The Journal Record* on

May 24, 2023

NOTICE TO PROPOSERS

Notice is hereby given that The City of Oklahoma City (Contracting Entity) will receive electronic proposals at the **OFFICE OF THE CITY CLERK, 200 North Walker Avenue, Oklahoma City, Oklahoma 73102** until **4:00:00 p.m.**, on the **21st** day of **June, 2023**, for the following:

REQUEST FOR QUALIFICATIONS (RFQ-OCITY-143) PUBLIC ART FOR THE MAPS 4 FAMILY JUSTICE CENTER

The Contracting Entity has partnered with Periscope (formerly BidSync) to accept proposals electronically. You are invited to submit a proposal electronically through the Periscope system to supply the professional services, products, and/or systems specified in the electronic proposal packet. The Contracting Entity does not provide access to a computer to prepare electronic proposals or electronic proposal submission. Proposers must register with Periscope at <https://prod.bidsync.com/the-city-of-oklahoma-city> in order to submit an electronic proposal. The Contracting Entity recommends potential Proposers register and become familiar with the Periscope electronic proposal process in advance of submitting a proposal. There is no charge to the Proposer for registering or submitting an electronic proposal to the Contracting Entity through Periscope. Instructions on how to get registered to propose through Periscope can be found on The City of Oklahoma City's website at <https://www.okc.gov/departments/bidding>.

A copy of the Guidelines and Procedures for Professional Consultant Selection may be downloaded at the following website: <https://www.okc.gov/departments/finance/policies>. Proposals shall be made in accordance with this Notice to Proposers, General Instructions and Requirements for Proposers, Oklahoma Open Records Act and Confidential Information, the RFP proposal packet, and any other documents which are included in the complete electronic proposal packet. A sample Non-Discrimination Statement, Non-Collusion Affidavit, and Vendor Registration form are attached for the Proposer's reference and will be completed prior to contract approval. By submitting a proposal, the Proposer certifies that the Proposer, and any proposed subcontractors, are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

The Contracting Entity reserves the right to waive formalities, irregularities, and defects in any or all proposals, except as otherwise required by law. The Contracting Entity reserves the right: to reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute an Agreement with any Proposer; and to solicit new or different proposals. The Contracting Entity reserves the right to negotiate and/or contract with one or more Proposers for all or a portion of any proposal or proposed professional services, products and/or systems.

Proposals timely received electronically through Periscope in the City Clerk's Office shall be forwarded to the Requesting Department for the Selection Committee to open and review. The Periscope system does not allow proposals to be submitted after the above stated date and time. There will be no exceptions to this policy.

Question and Answers for Bid #RFQ-OCITY-143 - Request for Qualifications for Public Art for the MAPS 4 Family Justice Center

Overall Bid Questions

There are no questions associated with this bid.