Request for Quote

City of Columbus, Ohio
Department of Development
Planning Division
50 W. Gay St., 4th Floor
Columbus, Ohio 43215
614/645-6986

RFQ005396– DEV Planning Strategic Public Art Plan
(Solicitation No.) / (Item)

DEPARTMENT OF DEVELOPMENT
(Department)

PLANNING DIVISION
(Division)

Bid Opening Date and Time
Wednesday, May 31, 2017 – 4:30 P.M. (local time)
Sealed proposals will be received through the Department of Development, Planning Division, Attn: Lori Baudro 50 W. Gay St., 4th Floor, Columbus, Columbus, Ohio 43215, until this date and time, and then will be publicly opened and read. Proposals received after the opening time will not be accepted.

NOTE: FAILURE TO RETURN THIS BID PROPOSAL INTACT MAY BE CAUSE FOR REJECTION.

Bid Proposal Submitted By:

Company Name/DBA

Street Address

City State Zip

YES / NO (circle one)

Federal I.D. No. Contract Compliance No. and Expiration Date if applicable E-Mail Address

Contact Person Phone No. Fax No.
CONTACTS FOR INFORMATION
CONCERNING THIS BID PROPOSAL

Solicitation No.: RFQ005396

Title: DEV Planning Strategic Public Art Plan

Department/Division or Agency: DEVELOPMENT/LAND REDEVELOPMENT OFFICE

Contact the following individuals on questions regarding:

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<th>NAME</th>
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<tr>
<td>Specifications: Lori Baudro, Public Arts Coordinator</td>
<td>614-645-6986</td>
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<td><a href="mailto:Isbaudro@columbus.gov">Isbaudro@columbus.gov</a></td>
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<td>Delivery: PER PO TERMS</td>
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Purchasing Office

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<td>Procurement Specialist: N/A</td>
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<td>Purchasing Expediter: N/A</td>
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Equal Business Opportunity Commission Office

Contract Compliance Applications are available online by registering at the City of Columbus - Vendor Services website: http://vendorservices.columbus.gov/e-proc/

For assistance with questions regarding Contract Compliance, telephone (614) 645-4764.

Contact TIA ROSEBORO at (614) 645-2203 for assistance from an Equal Business Opportunity Specialist.
EQUAL OPPORTUNITY CLAUSE

(1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.

(3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the city.

(4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.

(5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.

(6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.

(7) The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.

(8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

ALL CONTRACTORS MUST HOLD A VALID CONTRACT COMPLIANCE CERTIFICATION NUMBER ISSUED BY THE EBOCO EXECUTIVE DIRECTOR.

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at 614.645.4764 or online: http://eboco.ci.columbus.oh.us/

Contract Compliance Applications are available online by registering at the City of Columbus Vendor Services website: http://vendorservices.columbus.gov/e-proc/

City of Columbus Home Page: http://www.columbus.gov
SPECIAL CONDITIONS
Special conditions included in the specifications, if inconsistent with provisions included in "Information for Bidders", shall take precedence over any provisions in "Information for Bidders" to the extent inconsistent.

SUBMISSION OF PROPOSAL
Bids must be submitted on this proposal form and enclosed in a sealed envelope clearly marked with the bid name and solicitation number. Blank spaces in the proposal must be completed and phraseology of the proposal must not be changed. This document must be returned in its entirety and all pages must be in proper sequence. Additions must not be made to the items listed in the proposal and any unauthorized conditions, limitations, or provisions attached to the proposal may render the bid nonresponsive and result in its rejection. If vendor does not wish to bid, the proposal should be so marked and returned. Bidders are invited to be present at the opening of the proposals.

ACCEPTANCE AND REJECTION
This proposal submitted by the bidder to the City of Columbus will be accepted or rejected within a period of 180 days from bid opening date. The City reserves the right to waive technicalities, and to request a rebid on the required material. If more than one item, prices shall be quoted on the units requested. However, each item shall be considered a separate bid and the City reserves the right to award a contract on each item separately or on all items as a whole or any combination thereof. Bidders whose proposal is made on an "All or None" basis must clearly state such fact in the proposals.

Each invitation for Bids, Request for Statements of Qualifications, and Request for Proposals issued by the City shall state that the Bid or Request may be cancelled and that any bid or proposal may be rejected in whole or in part when it is for good cause and in the best interests of the City.

WITHDRAWAL OF PROPOSALS
Bidders may withdraw their bids at any time prior to the time specified in the advertisement as the closing time for the receipt of bids. However, no bidder shall withdraw or cancel his proposal for a period of 180 calendar days after said advertised closing time for the receipt of proposals.

DEFAULT PROVISION
In case of default by the bidder or the contractor, the City of Columbus may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

SIGNATURE REQUIRED
The proposal page must be signed in ink. If the bidder is a firm or corporation, insert the corporate name followed by the signature of a person authorized to sign said bid; if a partnership, indicated partnership name followed by the signature of one of the partners; if a sole proprietorship the signature of the owner is required. Where the person signing for a corporation is NOT an officer or Member of the Company, an affidavit or a resolution of the Board of Directors showing the authority of that person to bind the corporation must be furnished.

APPLICABLE LAWS
The Revised Code of the State of Ohio, the Charter of the City of Columbus, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

PRICING
Bidders are to quote firm or fixed prices for the duration of any contract which may be a result of this proposal unless otherwise noted in the specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price in words will control.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point include freight estimate and full value insurance cost.

CONTRACT AND BOND
The bidder to whom an award is made will be required to execute a written contract with the City of Columbus, Ohio within ten days after receiving such contract for execution, and if specified in the legal notice, furnish a good and approved bond conditioned upon the faithful performance of the same. The proposal, contract, proposal bond, (if applicable), and performance bond (if applicable) shall be in the form hereto attached.

If, at any time during the continuance of the Contract, any surety shall, in the opinion of the Finance & Management Director, become irresponsible, then said Director shall have the right to require additional and sufficient surety or sureties. The Contractor shall furnish the surety or sureties to the satisfaction of the said Director, within ten (10) days after notice. In default thereof the default provision herein shall apply.

LIABILITY, INSURANCE, LICENSES AND PERMITS
Where bidders are required to enter or go onto City of Columbus property to deliver materials or perform work or services as a result of bid award, the bidder will assume full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance when required. The bidder shall be liable for any damages or loss to the City occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid.

Particular attention is directed to the statutory requirements of the State of Ohio relative to the licensing of corporation organized under the Laws of any other State.

TAXES
Federal and/or State Taxes are not to be included in prices quoted. The successful bidder will be furnished an exemption certificate if needed.

SAMPLES
Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.

DELIVERY
Time will be of the essence for any orders placed as a result of this bid. Purchaser reserves the right to cancel such orders or any part thereof, without obligations if delivery is not made within the time(s) specified. Delivery shall be made during normal working hours and to the destination shown on the proposal.

QUALITY
Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

CHANGES AND ADDENDA TO BID DOCUMENTS
Each change or addenda issued in relation to this bid document will be published on the City's Vendor Services website no less than five (5) working days prior to the scheduled bid opening date. In addition, to the extent possible, notices will be emailed to each person registered as having interest in the commodities selected for this bid. Total bid inquiry or specific item cancellations may be issued later than that time specified above.

WITHHOLDING OF INCOME TAX
All bidders are advised that in order for a contract to bind the City, each contract must contain the provisions found in Section 361.34 C.C.C. with regard to income taxes due or payable to the City of Columbus for wages, salaries and commissions paid to the contractor's employees as well as requiring those contractors to ensure that subcontractors withhold in a like manner.

CAMPAIGN CONTRIBUTIONS
Contractor hereby certifies the following: that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that all applicable parties listed in Division (l)(3) and (j)(1) of O.R.C. Section 3517.13 are in full compliance with Divisions (l)(1) and (j)(1) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517./13 for the duration of this contract and for one year thereafter.
IN THE EVENT OF A CONTRACT

1. Where applicable according to the specifications successful seller shall transfer and deliver to City goods which conform to the specifications.

2. The City shall accept from seller goods that conform to the specifications, and shall pay for the goods in accordance with the terms of an agreement, which may result from this proposal.

3. The risk of loss from any causality to the goods regardless of the cause of the casualty shall be on seller until the goods have been delivered at the address designated in the order and are approved after inspection by the City.

4. Seller warrants and represents that seller has absolute and good title to and full right to dispose of the goods, and that there are no liens, claims, or encumbrances of any kind against the goods, and at the time of delivery shall be free from any security interests or other lien or encumbrance.

5. If there is a breach by seller of the warranty against encumbrances granted by seller in an agreement, which may result from this proposal, the City shall have the option to cancel an agreement, which may result from this proposal.

6. Seller shall defend any action brought against the City so far as the action is based on a claim that the goods, or any part of the goods, furnished under an agreement which may result from this proposal constitute an infringement of any patent of the United States or a trademark. Seller shall be notified promptly in writing of the action and be given authority, information, and assistance, at the expense of seller, for the defense of the action. Seller shall pay all damages and costs awarded in the action. In case the goods or a part thereof are held to constitute infringement and the use of the goods or part thereof is enjoined, seller shall, at the expense of the seller, either procure for the City the rights to continue using the goods, replace the goods or a part hereof with non-infringing goods of equal or better quality, modify the goods so that the goods become non-infringing while continuing to meet or exceed the original specifications, or retake the goods and refund the purchase prices and the transportation and installation costs of the goods at the option of the City.

7. Seller warrants that (1) the goods to be supplied pursuant to an agreement which result from this proposal are fit and sufficient for the purpose intended, (2) the goods are merchantable, of a good quality, and free from defects, whether patent or latent, in material or workmanship and (3) the goods sold to the City pursuant to an agreement which may result from this proposal conform to the specifications. The particular purpose of which the goods are required may be set forth in the specifications.

8. The benefit of any warranty made in an agreement which may result from this proposal by seller shall extend to the City and to the employees of the City, any employee of the City may bring an action directly against seller for damages or injuries sustained by the employee resulting from any breach of warranty by seller.

9. All goods ordered shall be subject to final inspection and approval at the facility of the City designated for delivery. Any goods, which do not conform to the order of the City, may be rejected by the City. The City may hold any goods rejected pending instructions from the City. The City may return goods to seller at seller’s expense.

10. If any tender or delivery by seller is rejected by the City for nonconformity, no notice of intention to cure can be effective unless it is received by the City agency within five (5) days after notice of rejection is sent to the seller.

11. The liability of the City for either non-acceptance of conforming goods or repudiation of the agreement which might result from this proposal shall be limited to the difference between the market price at the time and place for tender of the goods and the unpaid sales price together with any incidental damages, but less expenses paid in consequence of the breach by the City.

12. An agreement which may result from this proposal shall not be modified or altered by any subsequent course of performance between parties or by additional terms contained in any subsequent documents unless said additional or differing terms are incorporated by contract modification authorized to be entered into by ordinance.

13. Contractor shall protect, indemnify, and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys’ fees, resulting from claims for any or all injuries to persons or damage to property arising from intentional, willful or negligent acts or omissions of Contractor, its officers, employees, agents, or Subcontractors.

14. The Contract may not be assigned or otherwise transferred to others by the Contractor without the prior written consent of the City. If this Contract is so assigned, it shall inure to the benefit of and be binding upon any respective successors and assigns (including successive, as well as immediate, successors and assignees) of the Contractor.

15. The signatories to the Contract represent that they have the authority to bind themselves and their respective organizations to this Contract.

LOCAL CREDIT
Pursuant to City of Columbus Ordinance #2607-2012, in determining the lowest bid for a contract the local bidder credit will not be applied.

ENVIRONMENTALLY PREFERABLE CREDIT
In evaluating bids or offers for materials, supplies, equipment, construction and services, preference will be given to an environmentally preferable bidder who offers a product or service equal to or superior to that of a non-environmentally preferable bidder or offeror and that the environmentally preferable bid or offer does not exceed by more than 5% (up to a maximum of $20,000) the lowest responsive and responsible and best bid from any non-environmentally preferable bid or offer. The environmentally preferable bidder will be required to demonstrate to the city agency procuring the product or service how their bid is equal to or superior to that of a non-environmentally preferable bidder. Where the bidder or offeror is local, the applicable credit for a local bidder or offeror shall be calculated first.

CERTIFICATE OF TITLE ON EQUIPMENT
If applicable to this purchase, all documents required to obtain a State of Ohio Certificate of Title must be delivered to:

Fleet Management Administrator
City of Columbus/Fleet Management Div.
4211 Groves Road
Columbus, Ohio 43232

After signature by the Fleet Management Administrator, an original title is to be delivered to the above address within three (3) days. No payment for vehicles requiring a title will be authorized by the Fleet Management Administrator until a valid title is received.

REMEDIES
All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

OFFERORS TERMS AND CONDITIONS
Terms and conditions, submitted with this proposal, which are contrary to City Code or Charter shall be disregarded for the purpose of any subsequent contract. The successful bidder shall be notified as to which terms and conditions, if any, have been deleted.
Request for Proposals: The High Street Streetscape Improvements Project: Strategic Public Art Plan
Request for Proposals: The High Street Streetscape Improvements Project: Strategic Public Art Plan

Project Management
The Columbus Planning Division will manage this project. The principal contact is Lori Baudro, Public Art Program Coordinator. She can be reached at 614-645-6986 or lsbaudro@columbus.gov

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Page 2: Nikole Prete
Page 6: Columbus Metropolitan Library
Page 7: Franklin County Convention Facilities Authority
Page 8: Postdlf
Introduction

1. PROJECT OVERVIEW
The City of Columbus is seeking proposals from individuals, teams and/or consulting firms specializing in public art plans and projects associated with streetscape and other capital improvement projects. The lead consultant should have experience in the administration, planning and project management of public art. Graphic design, meeting facilitation, community engagement, and general planning expertise are also needed and may be skills provided by the consultant’s assembled project team or consultant firm. Curatorial practice is a plus. The consultant will be tasked with developing a strategic public art plan for the High Street Streetscape Improvements Project. The plan should creatively shape an art vision for the project area by identifying locations and approaches for integrated and site specific artworks. Pending Council approval, there may be opportunities under a separate contract to retain the consultant through artist selection, artwork fabrication and installation.

2. ART BUDGET
A public art budget of $420,000 will be established for this effort, which is contingent upon the city’s Capital Budget and legislative action. Additional art funding may be procured from other non-city sources. The public art budget is separate from the funds that will be used to procure the consultant services requested in this RFP.

3. BACKGROUND
Nearly four years ago, the City’s first public art program was launched by a Mayoral Executive Order with limited annual funding for public art. The High Street Streetscape Improvements Project is a $25 Million Dollar capital improvements project that will transform one of the busiest sections of the most traveled corridor in Columbus. It will significantly add to the area’s safety and beautification by undergrounding overhead utilities, increasing sidewalk widths, standardizing streetscape elements, upgrading lighting, adding marked crosswalks and curb extensions, improving storm water management and adding new street trees.

This Project offers a singular opportunity to plan and coordinate public art within the Short North Arts District (SNAD) and portions of the University District — areas of the city known for their support of the arts, creativity and vigorous community engagement. This area has a vibrancy and character unlike any other.
4. PROJECT AREA

The boundaries for the High Street Special Improvement Project are Ohio Center Way on the south to Ninth Avenue on the north. The focus for the art plan will be Goodale Street to Ninth Avenue. The Greater Columbus Convention Center and historic North Market anchor the south end. The Short North Arts District comprises the majority of the planning area, transitioning into the University District with the Northside Branch of the Columbus Metropolitan Library (CML) on the north.

The Greater Columbus Convention Center, owned by Franklin County Convention and Facilities Authority (FCCFA) is close to completing a major capital expansion and renovation project. In doing so, the FCCFA has expanded its commitment to art, with over 100 artists represented in the Convention Center and the works of 34 artists sited in its parking facilities. The City recently completed an RFP process for development of a mixed use project on a surface parking lot adjacent to the North Market. The High Street project area continues to see tremendous development interest, with a number of significant mixed-use projects under construction and still more securing approvals.

The Short North Arts District (SNAD) — the core of the project area, is a mixed-use corridor encompassing the most eclectic restaurant, retail, gallery, arts, and residential area in Columbus. It extends along the High Street Corridor from Goodale Street to Seventh Avenue. Since 2000 it has more than doubled the size of its businesses community and residential population. Located within the District is a community of nearly 20 independent for- and non-profit art galleries, representing thousands of local, regional, and national artist of all media. Gallery Hop, held the first Saturday of each month, welcomes thousands who come to celebrate new gallery exhibitions, eat, people watch, and meet art vendors and street performers.

The SNAD houses and maintains a small collection of private permanent public art and manages a popular temporary mural program. They work with property owners interested in incorporating public art into their property and developments and are working with private property owners to install two new public artworks – one this year and the other in 2018. The District is also home to the Pizzuti Collection, featuring seasonally curated and organized exhibitions from the
private art collection of Ron and Ann Pizzuti. Performing arts have long been supported in the Short North, including the Short North Stage, which performs at the renovated Garden Theater.

High Street in the south and central SNAD brings together two vibrant, predominantly residential historic districts — Italian Village on the east and Victorian Village on the west - each with their own unique architectural styles interspersed with new, contemporary developments.

The project’s northern border falls within the boundaries of the University District and is within block and a half of The Ohio State University (OSU), one of the largest public universities in the country. Within the area of High Street between 5th and 7th Avenues, the Short North Arts District and Special Improvement Area overlap into the codified southern boundaries of the University Area Commission and University Area Review Board. The neighbor-
hoods bordering High Street in this area are Dennison Place on the west and Weinland Park on the east. This part of the project area has historically been served by the University District Organization (UDO), a non-profit planning and community improvement organization. The UDO is in the process of working with the community and its organizations in the development of the University District Community Character Plan.

Located north of King Avenue is the Columbus Metropolitan Library’s Northside Branch. An entirely new facility is under development and is scheduled to be completed in June 2017, tripling in size from approximately 8,000 to 25,000 square feet. Just north of Ninth Avenue is the main campus of The Ohio State University (OSU) with a reported 2016 enrollment of 59,482 students. OSU is in the process of clustering its arts, performing and classroom space at 15th and High Streets, making the arts the “front door” to the University. The University envisions a collaborative arts district stretching south along High Street from 15th and High to the OSU Urban Arts Space in Downtown Columbus.

5. PROJECT PHASING
The High Street Streetscape Improvements Project is planned to be completed in four phases, as follows:

- **Phase 1 – (Ohio Center Way) Vine Street to Goodale Street.** Design for this (Convention Center) phase is complete and construction will begin in May 2017. The FCCFA has retained a public art consultant and formed a committee that is in the midst of implementing a public art plan for their facilities and grounds.

- **Phase 2 – Poplar Avenue to Second Avenue.** The design phase is underway with completion to occur in November 2017 and construction to occur from March to November 2018.

- **Phase 3 – Second Avenue to Seventh Avenue.** The design phase is underway with completion to occur in November 2017 and construction to occur from March to November 2019.

- **Phase 4 – Seventh Avenue to Ninth Avenue.** Design for this phase is complete and portions of the construction are underway now and throughout 2017 with all construction to complete by the end of 2018.

_The contractor retained for this project will focus on to project areas covered in Phase 2 through Phase 4._
6. COMMUNITY STAKEHOLDERS/ENGAGED ORGANIZATIONS:

- The Greater Columbus Arts Council – Funds artists and arts organizations and provides marketing services that support artists and arts organizations through the Columbus Makes Art.com event calendar and Artist Directory. They also produce the annual Columbus Arts Festival, the city’s welcome to summer event that takes place each June.

- The Greater Columbus Convention Center and the Franklin County Convention Facilities Authority (FCCFA). The FCCFA owns the Convention Center and several major parking facilities adjacent to it, but also the Hilton Columbus Downtown, all of which contain significant art collections on view to the public.

- Experience Columbus - Experience Columbus’ vision is to be the leading force in creating and revealing the best of the Columbus experience to the world. Experience Columbus’ mission is to sell, market, and promote the Destination Columbus experience to visitors.

- The Short North Alliance – (SNA) is a 501(c)3 nonprofit organization serving over 700 property owners, over 320 businesses, and residents of High Street in the Short North Arts District. Its mission is to nurture the Short North Arts District as a vibrant, creative and inclusive community and leading arts destination. It is an area of thriving residential, restaurants, retail, and galleries, with popular events and original programming. The Short North Arts District comprises the majority of the planning area.

- The Short North Special Improvement District – (SNSID) is a 501(c)3 non-profit organization that steward’s dollars collected through a voluntary assessment of property owners in the Short North Arts District to implement a plan of services that improves District safety, cleanliness, and beautification.

- The University District Special Improvement District (UDSID) – It is a non-profit organization that collects and manages funds collected through a voluntary assessment of property owners in the University District. The UDSID is focused on High Street from King Avenue on the South to Northwood Avenue. Among other activities, it works to improve District cleanliness, safety, hospitality and respond to public needs.

- The University Community Business Association (UCAB) – Founded in 1984 the UCAB works to address economic development and sustainability concerns of businesses in the District. It facilitates interactions between University District businesses and markets.
Architectural Review Commissions (per Columbus City Code)

- **Columbus Art Commission (CC 3115)** – Approval authority over the acquisition, design and placement of art on property owned or leased by the city, or placed anywhere within the public right-of-way.
- **Downtown Commission (CC 3359)** – Authority to review and comment on art proposed for placement within their boundaries, which extend to I-670.
- **Italian Village Commission (CC 3119.29)** – Authority to review and comment on art within their boundaries in the public right-of-way and approval authority over art proposed for placement on private property. Their boundaries extend along the west side of High Street between Goodale Street and Fifth Avenue to points east.
- **University Area Review Board (CC 3372.500)** – Authority to review and comment on art within their boundaries in the public right-of-way and the authority to issue a certificate of approval for zoning clearance, permit or registration requests. The URB boundaries include the High Street corridor from Fifth Avenue, north to points east and west.
- **Victorian Village Commission (3119.39)** – Authority to review and comment on art within their boundaries in the public right-of-way and approval authority over art proposed for placement on private property. Their boundaries extend along the west side of High Street between Goodale Street and Fifth Avenue to points west.

Area Commissions and Societies

- **Short North Civic Association and Friends of Goodale Park** – Recognized civic association for the Victorian Village area that engages residents, property owners and business in activities to better the community and comment on government activities taking place within their boundaries. They recently merged with the Friends of Goodale Park, a friends group for one of the city’s largest public parks, which is adjacent to the project area.
- **Italian Village Society (IVS)** – Recognized civic association formed to give voice to neighborhood residents, property owners and businesses. The IVS comments on government activities taking place within their boundaries and works with the Italian Village Commission.
- **University Area Commission (CC 311.07)** – Area Commissions are established by Columbus City Code and serve in an advisory capacity to facilitate and share information within their boundaries with constituents, neighborhood organizations, developers and city officials. The UAC boundaries include the High Street corridor from Fifth Avenue, north to points east and west.
- **Weiland Park Civic Association (WPCA)** – Weiland Park is a diverse, urban neighborhood. The WPCA proactively engages all community stakeholders in working together to improve the quality of life in Weiland Park and advocate on behalf of its community.
7. ART PLAN OBJECTIVES AND SCOPE OF SERVICES

This section provides a summary of the expected services to be delivered by the consultant. Variations may be proposed, but reductions in scope must be clearly justified for consideration.

Objectives

The selected consultant, team and/or consultant firm will report to the Public Art Program Coordinator with the city’s Department of Development, Planning Division, coordinate with the Department of Public Service project staff and contractors and work with an advisory committee of community stakeholders. The Plan and subsequent public art projects will require Columbus Art Commission review and approval.
• The successful consultant/consultant team will be responsible for working with a robust and highly engaged group of community organizations in the development of a public art plan for the High Street Special Improvement Project Area.

• The plan should creatively shape a public art framework for the corridor and identify areas for integrated artworks, site specific artworks, or both. It should take into account community activity — both public and private, in the creation of this Plan.

• Pending Council approval, there may be opportunities under a separate contract to retain the consultant through the selection, fabrication and installation phases of specific art projects.

**Scope of Services**

• Coordinate planning and facilitation of a minimum of two stakeholder meetings while forming the plan, the first of which will be held at the beginning of the planning process.

• Identify unifying public art goals, themes and elements.

• Educate project stakeholders, other project consultants and city staff about the process of implementing public art projects and design enhancements in city capital improvement projects.

• Coordinate and carry out community outreach efforts in partnership with City of Columbus, project consultants, and project advisory committee using social media and other communication strategies as needed, to reach diverse stakeholders. Anticipate meetings with the project advisory committee to review art strategies and draft plan language and recommendations.

• Serve as a liaison between the City, Department of Public Service’s project design team and community stakeholders.

• Identify and prioritize public art opportunities and locations, such as:
  - Opportunities for integrated public art streetscape elements;
  - Opportunities for site specific public art, including the possibility for area(s) of heightened art and design impact; and
  - Opportunities for showcasing performance art.

• Identify and prioritize specific public art projects with the streetscape project schedule. Include draft language for artist calls and the recommended commissioning process for each art opportunity (e.g., open artist call, juried invitational or direct commission).

• Develop budget recommendations for the individual art projects based on the streetscape project timeline and the city's allocated public art funding. Viable alternative funding sources must be identified for art opportunities exceeding the allocated City public art budget.
• Create a timeline and phasing schedule for individual art projects with consideration of the High Street Streetscape Improvements Project design and construction timelines. Due to the aggressive pace of the final design process, priority projects identified early on in the planning process may be pursued prior to the conclusion of the public art plan.
• Prepare draft and final plans for review by city staff, Public Service design team, advisory committee, and community stakeholders.
• Brief city leadership on Plan recommendations, as requested.
• Present the draft and final Art Plan in a minimum of two public meetings and as requested to City Administration and Council representatives. Anticipate at least two required individual presentations to the Columbus Art Commission (CAC) for conceptual and final approvals.

Implementation:
There may be an opportunity to retain the consultant under a separate contract to coordinate artist calls, selection, fabrication and installation based on the art plan and streetscape project schedules. Please note in your response your interest in participating in the implementation of identified public art projects, including any expectations you may have with regard to project scope and fees.

Proposed Timeframe
Prospective consultants should anticipate a four to five month timeframe for completion, with the goal of finishing the planning process by November 2017. The consultant should respond to this proposal and identify and explain changes/alterations/suggestions, as appropriate.

Project Management
The Columbus Planning Division will manage this project. The principal contact is Lori Baudro, Public Art Coordinator. She can be reached at 614-645-6986 or lsbaudro@columbus.gov

8. SUBMITTAL REQUIREMENTS: Format and Content
Submit one original and seven hardcopies of the proposal, along with one digital copy, to arrive no later than 4:30 p.m. on Wednesday, May 31, 2017, addressed to:

Lori Baudro, Public Art Coordinator
Columbus Planning Division, 4th floor
50 W. Gay Street
Columbus, OH 43215

Do not submit any materials via email. If submitting on CD or flash drive presents a significant challenge please contact lsbaudro@columbus.gov to discuss an alternate submission method.

The City retains the right to reject all proposals and to rebid the project, to make modifications to the project as it deems necessary, or to determine not to proceed. Incomplete proposals or proposals delivered after the indicated deadline will not be reviewed.
PROPOSAL QUESTIONS

Questions: All questions relevant to this RFP should be directed by email to Lori Baudro, Project Coordinator at lbsbaudro@columbus.gov. Questions and responses will be posted to https://www.columbus.gov/planning/publicart. Questions will be accepted up to Friday, May 25, 2017 @ 5:00 pm EST.

PROPOSAL COMPONENTS

1. A completed Consultant Information Cover Sheet (starting on the page 12)
2. The consultant, consultant team and/or firm’s CV/resume/project list encompassing the past five years at minimum, including contracted fees for each project named. If unable to list five years of project work, explain and list maximum number of projects completed.
3. A proposal narrative that includes at minimum, the consultant, consultant team and/or firm’s approach to projects of this nature and this project specifically, including proposed project activities and timeline, suggested schedule for City and stakeholder updates and input. Do not exceed five single-spaced pages at an 11 pt. font for this narrative.
4. A list of three to five references with full title and contact information for the consultant, consultant team and/or firm. (References for projects collaborated on as a team counts as one reference each for both the consultant and team.)
5. One example of a completed, final public art master plan that best relates to this RFP. (If consultants are new to working with each other, both the lead consultant, and consultant team, should each submit a completed final public art master plan that best relates to this RFP.)

SELECTION PROCESS

A Selection Panel established by the City of Columbus Planning Division will review, rank and agree on a short list of proposal submissions. The Panel will include representatives of the City of Columbus, the Columbus Art Commission, the Short North Alliance, and other key stakeholder groups. Finalists will be invited to interview in person or by FaceTime. The selected consultant/consultant team will be notified and will need to register with the City of Columbus Vendor Services. Legislation will be submitted to Columbus City Council requesting contract authorization and funding.
Evaluation Criteria
The consultant, consultant team and/or firm’s team leader must have public art expertise appropriate to the project scope, e.g., public art administration and planning and public art project management. The consultant and/or team should have experience working with design and engineering professionals, and experience managing public art that is part of, or integrated into, major capital improvements and/or streetscape construction projects – from artist call to installation. Curatorial expertise is a plus. **25 points**

The quality of the consultant, consultant team and/or firm’s past work in the field of public art planning and administration. **25 points**

The consultant, consultant team and/or firm must be able to educate and inform stakeholder participants and others about the history and best practices of contemporary public art, including knowledge of artists currently working in the field. **10 points**

The consultant, consultant team and/or firm should have significant experience preparing and facilitating community meetings and other stakeholder involvement activities, as needed. **15 points**

The consultant/consultant team must have strong verbal, written and visual/graphic skills, including experience using social media. **15 points**

The availability and accessibility of the consultant, consultant team and/or firm to the City of Columbus. **10 points**

*Incomplete proposals or proposals delivered after the indicated deadline will not be reviewed.*

**PROJECT RESOURCES:**
- Short North Alliance (SNA) www.shortnorth.org/about
- Convention Center/Short North Walking Map
- General Short North Arts District History and Information
  http://www.shortnorth.org/see-experience/history/
- Short North Arts District Public Art:
  http://www.shortnorth.org/arts-galleries/public-art/
- University District Organizations http://www.universitydistrict.org/
- Franklin County Convention Facilities Authority
  http://www.meetuscolumbus.com/about-us/
- Columbus Metropolitan Library (CML) – Northside Branch Construction
  www.columbuslibrary.org/buildings/northside
- The Ohio State University Arts Initiative
  https://artsinitiative.osu.edu/town-gown/arts-district
- The Pizzuti Collection: https://pizzuticollection.org/
- The Short North Stage: http://www.shortnorthstage.org/
- Short North Arts District Galleries:
  http://shortnorth.org/arts-galleries/galleries/
- Greater Columbus Arts Council: http://www.gcac.org/
- Experience Columbus: https://www.experiencecolumbus.com/
High Street Streetscape Improvements Project:  
Strategic Public Art Plan 
Consultant Information Cover Sheet

1. Name of consultant: 

2. Name of consultant firm, if different: 

3. Additional consultant names, if applicable: 

4. Who will be the primary individual assigned to the project? 

5. Address of the consultant’s main office: 

6. City, State, Zip: 

7. Consultant’s office phone number: 

8. Consultant’s mobile number, if different: 

9. Consultant’s email address: 

10. Web page address for consultant: 

11. Facebook page(s) (if applicable): 

12. Other online or social media presence (specify type [e.g., Twitter] and name [e.g., @myname]): 

13. Number of years in business: 

14. Approximate number of public art plans and/or public art project plans created: 

15. Approximate number and type of public art projects administered/managed: 

16. Approximate number and type of artist selection panels facilitated: 

17. How many projects will you have in process during the period work anticipated for this scope? July thru November 2017: 

18. Explain your process for allocating your firm’s resources among projects to ensure that sufficient attention will be paid to the scope of work for the project described in this Request for Proposal, if you are the successful applicant:
19. If you are the successful applicant, do you plan to subcontract any part of your scope of work to another person or firm? (circle one) □ YES □ NO

If yes, please indicate the name(s) and address(s) of the person(s) or firms(s) and a summary of the nature of the work to be subcontracted (to each, if more than one), and hourly fees:

20. Proposed Budget and estimated number of hours for each person to complete the project by November 2017:

21. What project(s) have you completed that you believe is/are similar to the project described in this Request for Proposals? In what way are they similar and how would you apply knowledge gained from them to this project?

22. What truly unique qualifications or experiences do you feel you and/or your team offer, and how would you apply them to the scope of work prescribed in this Request for Proposals?