

ADDENDUM 1



Winston-Salem



Winston-Salem Portrait Project

PROPOSALS WILL BE RECEIVED UNTIL

4:00 PM, Friday, March 16, 2018

in

City-County Planning Department, Att. Kelly Bennett

PO Box 2511, 100 East First Street, Winston-Salem, NC 27102

February 22, 2018

Please acknowledge receipt of this Addendum and include with your proposal.

Company

Authorized Signature

Date

Questions/Responses

Question: • I am an independent artist with a team of other artists to carry out the portrait project. Is it to my advantage that I align myself with a local fiscal sponsor?

Response: No. Criteria for judging proposals will not include consideration of fiscal sponsorships.

Question:• On page 3 - Contract section

The effective time for the proposed contract is one year and ending December 31, 2018. Is that supposed to be 2019? If not, proposers will not have a complete year. Please clarify.

Response: Please disregard the December 31, 2018 date. The committee currently expects the final project rollout to occur in the fall of 2019. Exact dates will be negotiated with the final artist.

Question:• On page 5 - RPF Response section

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How do I go about reaching out to and informing Winston-Salem agencies for support without being penalized for this? My project involves working with senior citizens. My intent is to contact senior centers.

Response: Proposals may include the intention to work with City agencies without making arrangements or coordinating with those agencies ahead of time. That being said, if the artist wishes to reach out to senior citizen organizations in Winston-Salem, there are several that are not administered by the City government.

Question:• On page 7 - Local Artist section

How can an artist from outside Winston-Salem gain points in the Criteria section for "location of lead artist"? Can I receive partial points for my affiliation with a local artist that is part of the team and willing to share their studio space with me?

Response: Artists from outside Winston-Salem may partner with local artists; however, the location criteria will be measured by the lead artist's location. Partial points will not be awarded for team members who are not the lead artist.

Question:• On page 8 - Permanent Aspect of Proposal section

I am not clear of the "permanent aspect of art proposed as part of the larger project". Does that mean the length of time the exhibit is displayed? Or does it mean the implementation of sustainable programs around the project?

Response: The project may include a mixture of temporary and permanent public art elements. The "permanent aspect" criteria will judge only the permanent element(s) of the proposal that will be displayed in the city.

Question:• On page 9 - Visual Material section

Can I include testimonials and support letters from participants of previous projects?

Response: Yes, but it is not required.

Question:• On page 9 - Budget section

What is the average fee for the local coordinator? What have past local coordinators been paid? How can I calculate their contribution in the budget?

Response: Depending on the artist team's Winston-Salem connections and experience with public outreach, a fee of between \$5,000 - \$10,000 should be reserved out of the project budget (not the artist fee) for a local coordinator.

Question:• On page 11 - MWBE Documentation section

Does the participating MWBE have to be located in NC only? Or can it be from another state?

Response: The M/WBE could be located in another state to be added to the forms when submitting your proposal but MUST be HUB certified in NC by the end of the project.

Question: I would like to know the exact types of insurance that is required to qualify for the Winston-Salem Portrait Project?

Response: The selected artist will need to acquire an automobile policy and a \$1,000,000 general liability policy. Acquiring these policies during the application period is not required.

Question: I am inquiring in regard to our compliance with the (M/WBE) Program. I am female, and one of my partners on the project is female and Asian American. We will pledge to register as an M/WBE if chosen. Would that constitute 10% or would we need to also source vendors who are M/WBE owned?

Response: In order to meet the 10% goal, you and your partner must be HUB certified by the State of NC HUB Office before the project is completed.

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You two must be able to demonstrate that you are 51% owned and operated by minorities and or women. More information about the HUB certification can be found here: <https://ncadmin.nc.gov/businesses/hub/hub-certification>. The City's office of Business Inclusion is available to help you obtain the certification.

Question: I am a woman artist and I want to know what I have to do to formally pledge to register myself as a woman-owned business. Is that something I just write in my proposal, or is there a form to fill out? Second, if I pledge to register myself, thereby fulfilling the requirement of contracting with Women and minority-owned businesses, do I still have to fill out all the forms about listing vendors/"good-faith"?

Response: In order to meet the 10% goal, you and your partner must be HUB certified by the State of NC HUB Office before the project is completed. You two must be able to demonstrate that you are 51% owned and operated by minorities and or women. More information about the HUB certification can be found here: <https://ncadmin.nc.gov/businesses/hub/hub-certification>. Our office is available to help you obtain the certification. If you will only use yourself to meet the 10% goal on the Identification of Minority Participation, then do not worry about Affidavit A-Good Faith Efforts. If you will use other minority subcontractors then you will need to complete Affidavit A- Good Faith Efforts.

1. Local Coordinator: Has this person already been selected or is that at our discretion? Any specific criteria that must be considered? If they have been selected, can we have their contact information to contract them regarding this project?

Response: The local coordinator will be selected in consultation with the selected artist.

2. Local Artists: Are we finding and collaborating with them and/or what role are they expected to have? Is a local artist preferred over a non local artist?

Response: Artists may collaborate with local artists if they choose, but are not required to do so. The location of the lead artist is one of the criteria to be considered in the evaluation (page 8).

3. Locations: What are the selection criteria for the sites & rough idea of the space we have to utilize for each installation? Are these project sites intended to be on land owned by the City?

Response: Sites for art displays should be selected as part of a public outreach process. One site will be downtown and at least eight will be in neighborhoods throughout the city. Sites could be either on City-owned or privately-owned property.

4. Ancillary campaigns: What opportunities exist and would be beneficial to incorporate into the portrait project, e.g. tourism, social media, community awareness.

Response: It would be up to the artist to propose any ancillary campaigns.

5. Installation: How much weight is given to permanent vs semi-permanent installation options? Which is preferred?

Response: At least one element or aspect of the project will be required to be permanent. The permanent element/aspect of the proposal will be weighted as 10 percent of the total project criteria. Other elements of the proposal may be all semi-permanent or a mixture of permanent and semi-permanent.

6. Installation components: What options or preferences would be given for creating both tangible installations as well as a digital component, like a website?

Response: The proposal should be an imaginative solution to the call that is both original and artistically excellent. Proposals may include a digital component if the artist chooses.

7. Portrait Display in totality: Any options for exhibiting the entire catalog of portraits in one location so the community can witness Winston-Salem as a cohesive project?

Response: There may be an option at the completion of the project to display the complete catalog of portraits, either at a local museum or gallery.

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- This is a RFP, but usually public art is a process. Because of this, I'm budgeting in general terms. NOT final, specific numbers. (Although I love my idea, it might change as we get into the nuts & bolts with community and W-S public art commission.) Will be able to keep final budget at agreed upon numbers. **Response:** A preliminary budget is acceptable. The budget should be worked out in greater detail after the initial public outreach components of the project.
- I'm wanting to hire contractors that I've worked with before or have a relationship with. Not going to do research into W-S companies for this RFP. (Not enough time given.) However, if awarded the contract and there are comparable artisans/contractors in W-S area that you'd rather me work with, I'm happy to work with them. (Know that your application paperwork says this is not advised.) **Response:** If the proposer is a woman-owned firm, she would need to become certified with the State of N.C. Office for Historically Underutilized Businesses (HUB) before the project is completed in order to meet the 10%. The proposer would have to demonstrate that he/she is 51% person owned and operated by a minority/woman owned firm. More information on the HUB certification can be found here: <https://ncadmin.nc.gov/businesses/hub/hub-certification>. Our office is available to help obtaining this free four year certification, if needed. The proposer is able to use contractors that they have worked with before or have a relationship with. If those contractors are minority or woman owned the proposer should list them on the "Identification of Minority Participation Form and submit an Affidavit A, which are both highlighted to read "must be submitted with proposal." The Affidavit A should be completed and notarized appropriately.
- Will share minority status of companies/contractors I plan to work with, here in application. Is this okay? (Currently requesting this info from them. If not owned by minority, I'm asking if minority employees can work on this contract.) I will not be performing 100% of work. Photographer and myself will be performing 100% of the community work, portraiture, and prototypes. **THE REMAINING WORK — THE ACTUAL PUBLIC ART CREATION AND INSTALLATIONS — WILL BE BY SUBCONTRACTORS.** These subcontractors will have their own liability insurance/worker's comp to cover their portion of work. (My company's insurance will cover mine and my contractor photographer's community work, and prototypes. I'll make sure I can get copies of all of this in the event I win this project... or if you advise, to submit with my application.) **Response:** The minority status of companies/contractors is required on the Identification of Minority Participation as stated in the Special Instructions to Proposers. If they are not owned and operated by a minority it will not contribute to the 10% goal. Since the proposer will not be performing 100% of the work he/she must complete the Identification of Minority Participation Form and Affidavit A, which are both highlighted to read "must be submitted with proposal." The Affidavit A should be completed and notarized appropriately.
- Most importantly, I've been self employed artist-entrepreneur since 2006, and a partner in Brushmark Studios, LLC since 2011. And, though the budgets have been under \$10,000, I've been hired and managed many complex art related and community projects since 2011. I have an excellent track record within Charlotte/Southeast area arts and business communities! (I always pay immediately after services rendered or in case of working with other entity like Center City Partners, I make sure to remind everyone before install about how to get paid.) **Response:** A payment schedule will be stipulated in the contract the artist signs. Payments typically are mailed out within 30 days of the receipt of an invoice.
- Partner resumes will be for me and other photographer only (with more detailed roles/responsibilities spelled out)? Should we also get resume or other professional document from my partner contractors TPM Color Lab and Steel Design Studios? **Response:** Resumes are only needed for the main artist or artist team (the people who will be paid the artist fee). Contractor resumes are not required.

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Question: I'm writing with a couple quick clarifying questions about the Winston-Salem Portrait Project. Specifically, I am a woman artist and I want to know what I have to do to formally pledge to register myself as a woman-owned business. Is that something I just write in my proposal, or is there a form to fill out? Second, if I pledge to register myself, thereby fulfilling the requirement of contracting with Women and minority-owned businesses, do I still have to fill out all the forms about listing vendors/"good-faith" ?

Response: In order to meet the 10% goal, you and your partner must be HUB certified by the State of NC HUB Office before the project is completed. You two must be able to demonstrate that you are 51% owned and operated by minorities and or women. More information about the HUB certification can be found here: <https://ncadmin.nc.gov/businesses/hub/hub-certification>. Our office is available to help you obtain the certification. If you will only use yourself to meet the 10% goal on the Identification of Minority Participation, then do not worry about Affidavit A-Good Faith Efforts. If you will use other minority subcontractors then you will need to complete Affidavit A- Good Faith Efforts.

Question: I do not have a partner but an assistant. Would I be able to use myself and the artist stipend to meet the 10% goal? **Response:** You can use yourself and the artist to meet the 10% goal so long that you and the artist are HUB certified before the project is completed.

Question: Are we just to list the names of the firms we plan to partner with and then as the proposers, sign Affidavit A to promise we plan to use these firms, or do we need our vendors to fill out these forms?

Response: The proposer should complete and submit the form with their proposal. Please note that all businesses listed on the Identification of Minority Participation Form, must become certified with the State of NC Office for Historically Underutilized Businesses before the project is completed. The certification is free and valid for four years, more information can be found here: <https://ncadmin.nc.gov/businesses/hub/hub-certification>.

Question: Is there a specific amount of wallspace that is intended to be involved in the project? I see that the Vision includes "one Downtown as well as at least eight displays throughout the city in neighborhood settings and other high- visibility areas." I create various sizes of work, the larger ones being obviously more impactful, from 12' x 18" up to 4' x 6'. For the proposal do you feel it is necessary to scope the number and size of the pieces, and if so do you have any guidelines for how to proceed with that? **Response:** Since locations will be picked as part of a public outreach process, the committee understands that it would be difficult to specify an exact size and number of artworks to be displayed at each location. However, it will be helpful for the committee to envision your proposal if you can give a range of what you see as possible given the budget, i.e., "a mixture of [number] works ranging from 4' x 6' to 12' x 18'."