

ADDENDUM 2



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

March 1, 2018

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

Company

Authorized Signature

Date

Questions/Responses

Question: • I'm a female visual artist based in Brooklyn, NY and I would like to send a proposal for the Winston-Salem Portrait Project. If selected, can I register as a M/WBE business being just myself (not an organization)?

Response: Please contact the Office for Historically Underutilized Businesses for a definitive answer. 919-807-2431

The addendum sent out yesterday was so helpful. We just have a few additional clarifying questions:

- Does the 200K budget include the 60K proposed artist fee? In other words, is the production budget 200K or 140K? **Response:** The \$60,000 will come out of the \$200,000 full budget (production budget \$140,000).

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- In what increments will the budget will be disbursed? Do we need to consider cash flow as we put together our budget?

Response: The payment schedule will be determined with the final artist based on the proposal timeline.

- Will the local coordinator be paid out of the budget? Or will they be hired separately by the public art commission?

Response: The local coordinator will be paid out of the budget. We estimate that \$5,000 - \$10,000 should be sufficient.

- The RFP states that the public art commission will “help provide locations for artwork, housing, materials, work space etc.” Does this mean a portion of these expenses will be covered, or is this help with sourcing these items?

Response: This refers to sourcing these items; however, depending on timing, the Commission may be able to arrange for discounted housing and/or work space.

- Should we set aside budget to permit the location where the artwork will be displayed? Can you advise approximately how much this will be?

Response: That should not be necessary. The Commission will work with the City on permitting issues.

- Can you explain the parameters of temporary, semi-permanent & permanent artwork? (I know in different cities, there are differing and very specific definitions for each).

Response: Temporary Work of Art: An artwork intended for short-term display up to 18 months.

Semi-Permanent Work of Art: An artwork intended for display for a period of 18 months to 15 years with minimal maintenance required. In some cases, the Public Art Commission may elect to retain a semi-permanent work that is particularly valued by the community and will take action to preserve the artwork.

Permanent Artwork: An artwork with an anticipated life-span of not less than 15 years.

My understanding is because both lead artists (Jasmin and I) are women of color that would satisfy the application criteria for the MWBE section of the proposal. Please let me know if that’s not the case.

Response: You are correct, the both of you will meet the MWBE criteria.

We are fully prepared to file an application with the NC HUB. Is this something we should start applying for now? or can we wait until we find out if we win or lose the proposal contract? **Response:** You would need to become HUB certified before the project is completed.

- If we DO qualify & satisfy the criteria, do we still need to submit ' Affidavit A Good Faith Efforts' with our own details? Top of the page says (***)MUST BE SUBMITTED WITH PROPOSAL(***)

Response: Please also submit and notarize Affidavit A, a lot of the items will not apply to you since you are self-performing the work, but it is still needed.

In regards to the public art displays-- is it required to have permission from locations we are suggesting to display/ install the artwork ? **Response:** Artists will not be required to secure permissions to display artwork for proposed locations.

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So as I understand, we can wait to apply for HUB until after (and if) we are awarded the contract?

How long does this process usually take to become certified? **Response:** Once you submit your materials it takes 30-60 days to be approved. Our office can assist you with the application if needed.

1. Can you elaborate on the percentage allocation for artist location? **Response:** Artists who live in Forsyth County, NC will be given the full number of points. Artists who live within 15-45miles of Forsyth County will receive 12 points. Artists who live within 45-120 miles of Forsyth County will receive 4 points. An artist living over 120 miles away would not receive any points for this section.

2. If as an artist team we live 400 miles away, what percentage we would receive for our location? **Response:** An artist living over 120 miles away would not receive any points for this section.

3. Can you define permanence? **Response:** An artwork with an anticipated life-span of not less than 15 years.

4. How many years is a permanent artwork to be on display? **Response:**See above.

5. Can you define public? **Response:** Public art should be visible to the public when they are in public space, such as a public street, sidewalk, park, or government building.

6. Does an artwork have to be sited outdoors to meet the public requirement? **Response:** No.

7. Can the artwork be sited inside a publicly owned and operated space i.e. municipal, county, state or federal building and still meet the public requirement? **Response:** Yes.

8. Are there guidelines for the maintenance for the permanent artwork? **Response:** Upon completion of the installation of the Artwork, the Artist shall provide the City or Commission with the Maintenance Summary. The City and Commission are responsible for the proper care and maintenance of the Artwork.

9. Are there additional funds for the maintenance of the permanent artwork? **Response:** No.

10. Does the maintenance of the permanent artwork have to be taken out of the \$200,000 budget? **Response:** No.

11. How long is the artist team responsible for the maintenance of the permanent art work? **Response:** The chosen artist should provide written maintenance guidelines, including recommended products, where appropriate, to guide participating entity staff in the long-term care of the artwork.

12. What is the deaccession policy? **Response:** Deaccession is a procedure for withdrawal of a work of art from participating entity ownership, after first complying with the applicable provisions for disposition of property. This may be recommended by the Public Art Commission when the artwork has deteriorated or been damaged and repair is unfeasible, or when it has been determined by the Public Art Commission to be no longer appropriate for the site or to the participating entity's public art collection

13. Under what conditions can the artwork be deaccessioned? **Response:** Based on criteria developed by the Public Art Commission, artworks may be released from participating entity ownership, after first complying with the applicable provisions for disposition of property, and removed as public art. Such work, if reusable or transferable, may be donated to another government or non-profit entity, or may be offered for sale at fair market value at the discretion of a Deaccession Committee. Outside appraisals or opinions shall be used when the value of the work exceeds \$5,000.

Where artwork is in any way deemed not reusable, transferrable, or otherwise worth saving by the Deaccession Committee, the Deaccession Committee will determine an appropriate disposal method. The Deaccession Committee will make its recommendation to the participating entity which will need to approve the final disposition of the work, including disposal, if so recommended. The Deaccession Committee will make reasonable attempts to notify the artist or heirs of the deaccessioned work during this process. Written records of the entire process shall be maintained.

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Proceeds from sales of deaccessioned artwork shall be used to fund additional purchases or commissions for public art conforming to the Criteria and Selection Methods described above.

It is the policy of the Public Art Commission of Winston-Salem and Forsyth County under the advisement of Public Art Commission's support staff that artworks be recommended for removal only in unusual circumstances and only if reasonable cause has been established by one or more of the following:

- A. The work of art poses a safety hazard to the public or the environment.
- B. The work of art has become damaged or deteriorated to such an extent that aesthetic and/or structural restoration of the work of art is not feasible, or the expense of such restoration would be disproportionate to the value of the work of art.
- C. The architectural support (building, wall, and streetscape) for the work of art is to be destroyed, unless the work can be relocated, in which case the work of art shall be relocated.
- D. Prolonged public dissatisfaction of the work persists to the extent that the work detracts rather than enhances the site and the community.
- E. The work of art materially interferes with the use of public property.
- F. The use of the site where the work of art is located has so changed, or is proposed to change in such a manner, that is no longer compatible with the work of art.
- G. The work of art does not meet new or amended selection factors.

14. What is the ownership policy for the commissioned artworks? **Response:** Title to the Artwork shall pass to the City upon the City's written final acceptance and payment for the Artwork.

15. Does the final artwork have to be approved before the artwork is installed? **Response:** Yes.

16. Under what circumstances would the artwork not be allowed to be installed? **Response:** The Public Art Commission will approve all artworks to be installed. The artwork will need to meet the City's safety standards, which will be outlined in the artist contract.

17. Does the city allow street closures for block parties, celebratory events? **Response:** Yes.

18. Can you explain the permitting process for a street closure? **Response:** An application will need to be submitted 60 days before the proposed event. Public Art Commission staff could assist with the process.

19. As an artist team that is not from Winston Salem, to what extent would lodging be provided during the duration of the project? **Response:** The Public Art Commission will attempt to secure free or discounted housing for out of town artists. However, this will depend on timing and other factors.

20. Would lodging need to come out of the project budget? **Response:** Yes.

21. Would lodging need to come out of the artist fee? **Response:** No.

I was curious about the WMBE portion of the application - I am a woman and would pledge, should I be chosen, to register as WMBE myself in addition to any further production that could be sub-contracted to WMBE. Do I need to fill out any more of this portion of the application at this juncture of the proposal process? **Response:** If a firm owned by a woman or minority will be performing any portion of the work, they should include themselves on the Identification of Minority Participation Form. Affidavit A should also be completed and notarized. If said firm is not currently HUB certified they will need to become certified before the project is completed.