



**Key West Art in Public Places  
Request for Proposals (RFP)  
For KEY WEST CITY HALL -1300 White Street**

RFP : [www.demandstar.com](http://www.demandstar.com) or [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

**SUBMISSION DEADLINE**

**June 15, 2018 by 3:00 p.m. EST**

**Key West City Commission**

Mayor Craig Cates

Commissioner Jimmy Weekley, District 1

Commissioner Samuel Kaufman, District 2

Commissioner Billy Wardlow, District 3

Commissioner Richard Payne, District 4

Commissioner Margaret Romero, District 5

Commissioner Clayton Lopez, District 6

**CITY OF KEY WEST ART IN PUBLIC PLACES PROGRAM**

Key West Art in Public Places (AIPP) is a City Commission appointed Board responsible for the ordinance (City Code Section 2-487) that mandates that 1% of the costs of qualifying public and private construction and renovation projects be set aside for the acquisition, administration, commission, installation and maintenance of artwork to be placed on the site of said construction or deposited to the AIPP Community Fund 110 in lieu of art. Qualifying projects include: New construction projects that qualify as a major development plan (MDP) and exceed \$500,000.00 in cost; renovation projects that qualify as a major development plan and exceed \$100,000.00 in cost; and any qualifying governmental agency-owned project within Key West that requires a building permit. The Key West AIPP Program is administered through the AIPP Administrator in the City of Key West Planning Department, the Florida Keys Council of the Arts, and the AIPP Board.

**PROJECT BUDGET**

The maximum art budget amount, inclusive of all costs for artists including installation, is \$200,000 for any and all commissions for this project. The selected artist(s) is expected to work with the AIPP Board and the City project management team.

**PROJECT HISTORY AND SITE DESCRIPTION**

Key West City Hall is a recently restored historic structure situated in the designated historic district (Old Town) on the island of Key West. The Florida Keys, a 43 island archipelago extends 210 miles from the Southeast coast of Florida, and separates the Gulf of Mexico from the Atlantic Ocean. The Key West City Hall was originally constructed as Monroe County High School. The front building and the Auditorium was completed in September 1923, and the rear building was completed in 1927. Over the next 90 years the school served as a high school, middle school, and finally as an elementary school. In 2014, an agreement was made between the Monroe County School Board and the City of Key West to turn the building over to the City for adaptive reuse as the City Hall. The \$18 million facility is designed as a completely new structure within the historic outer walls of the 1920's building. The Auditorium serves as the Commission Chambers, with two large scale fully restored WPA murals (circa 1935) flanking the dais, and all other areas serve as office spaces for the City's many departments. The new construction meets modern building and hurricane code, and is constructed to LEED (Leadership in Energy and Environmental Design) standards. The building was dedicated on January 3, 2017, formally named Josephine Parker City Hall at Historic Glynn R. Archer School, after the former city clerk Parker and long-serving educator and School Board Chairman Archer.

## SCOPE OF WORK

The goal of the project is to place site specific artwork in the interior 1<sup>st</sup> floor lobby and hallways for the public, City staff and City Commissioners to enjoy, and to reflect the building's importance to the City as a site that has educated its constituents and now as a community gathering place for good governance. Exterior artwork may be proposed at any of the specified targeted spaces (below) including; the front (White Street) retaining wall, the corner of White and Seminary Streets, or the butterfly memorial garden at the corner of United and Grinnell Streets. All exterior work must meet HAC guidelines for scale in the historic district. Artists may propose artwork for one of the targeted spaces, or present a cohesive proposal for more than one space. *All proposed artwork shall be original and site specific. Maybe.....I'd propose adding a sentence here perhaps referring to "One Human Family" or "Island of the Arts" .....*

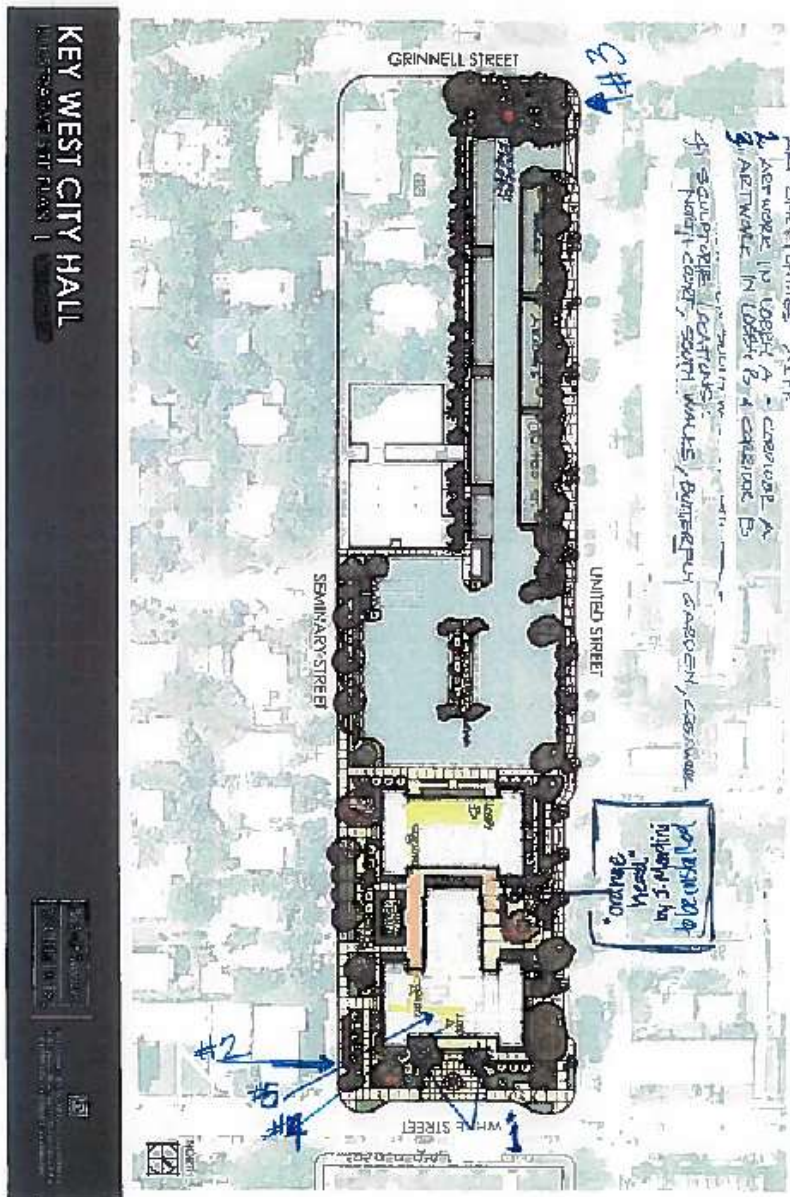
**TARGETED SPACES** (Recommended but not limited to) **EACH SPACE WILL HAVE A PHOTO AS PER BELOW**

The specified spaces include:

- **EXTERIOR:**
  1. Retaining walls for mosaic tile (not paint) dimensions (\_\_\_H x \_\_\_L)
  2. Landscaped area at the corner of White & Seminary St ( \_\_\_ x \_\_\_)
  3. Butterfly Park – corner of United & Grinnell St
- **INTERIOR:**
  4. Lobby wall above seating next to elevator dimensions (\_\_\_H x \_\_\_W)
  5. Walkway walls (to the left of the Commission Chambers ( \_\_\_ H x \_\_\_w)



Figure 1# 1. Front Entrance - retaining wall



## SELECTION OF ARTWORK

The selection of the artwork proposals will follow best practices and City of Key West guidelines. All proposals that are complete and submitted by the stated deadline will be reviewed by the AIPP Board and **two appointed non-voting members**. Recommended proposals will be presented to the City Commission for final approval. Recommended proposals will be presented to the City Commission for final approval.

Professional visual artists who demonstrate innovative, contemporary and creative approaches in addressing permanent, site specific works are encouraged to apply. Commissioned artwork by the City of Key West's Art in Public Places will add value to the public art collection, attract national attention, vitalize The City of Key West, celebrate the diversity and heritage of Key West, strengthen economic development and tourism, and enrich the spirit and pride of our citizens.

### Step 1 - Request for Qualifications (RFQ) **I recommend deleting this entire paragraph.**

You must be a pre-qualified artist to apply for any RFP for an AIPP project. If you are already a pre-qualified artist, please go to Step 2. Artists must meet all criteria to qualify through the initial application process, in which artists must substantiate successful completion of contracts and projects within the past 10 years in the public and/or private sector. The AIPP Board will approve qualified artists based on their RFQ applications. Qualified artists will then be eligible to receive all AIPP Requests for Proposals (RFPs). Artists whose current materials have been pre-qualified for previous projects with the Florida Keys Council of the Arts (FKCA) will receive all RFPs for future projects for five years. It is the artists' responsibility to notify the Key West AIPP Board of any changes in their contact information. Qualified artists accepted and approved with the FKCA registry are automatically qualified and accepted by the Key West AIPP Board, and may apply to a RFP.

### Request for Proposal (RFP) Overview

This RFP aims to provide all pertinent project information, including recommended locations (targeted spaces) for both interior and exterior treatments. All proposals must comply with ADA and local code requirements, including Historic Architectural Review Commission (HARC) Guidelines. Artists may make use of exterior and interior materials such as landscape, site furnishings, column cladding, flooring material, furniture, glazing, and lighting. Exterior art must be durable to withstand sub-tropical climate conditions with hurricanes. If applying for multiple spaces, proposal must furnish itemized budget for each space. The total amount shall *not* exceed the stipulated project budget. Artists may develop proposals for alternate spaces, and the AIPP Board and its appointed selection committee reserve the right to consider alternative proposals in the selection process.

### INSTALLATION REQUIREMENTS

Artists are responsible for all arrangements and costs including delivery, equipment and tools as necessary to provide a completed and installed work. All additional costs must be included in the proposed quote. A complete work is considered to be installed in place, and when appropriate displayed with lighting and base. Signage is *not* the responsibility of the artist. All installations must conform to City of Key West building codes and be able to withstand wind loads required by the *current* version of Florida Building Code. Exterior art must be durable to withstand sub-tropical climate conditions with hurricanes. The installation must be produced and installed with the anticipation of salt water sea level that may rise to as much as five feet. The materials must be secure from saltwater intrusion. It is anticipated the artwork will last a minimum of 25 years.

### SITE VISIT FOR ARTISTS

Artists are invited to attend a site visit on **[date and time]**. Attendance is highly recommended, but not mandatory. Please RSVP by contacting Elizabeth Young at [director@keysarts.com](mailto:director@keysarts.com).

### SELECTION PROCESS AND TIMELINE SELECTION CRITERIA

All proposals will be scored using the following criteria – each **category is worth 20 points**. I think this will be a problem giving keys' artist 20 points....the County gives 10 and splits up the extra 10 points between Quality (25), Enduring (30), Site (25) and the last 2 - 10 each....

Exceptional Quality  
Enduring Value and Maintenance  
Site Compatibility and Appropriateness  
Character, Environment and History of Key West  
Artists that reside in the Florida Keys

A five-member jury for this project will be appointed by the AIPP Board. The jury will be composed of three AIPP Board members; a representative from the construction project team and one **[must be a non-Board member, arts professional]**. **[Two of the five members must be arts professionals.]** here again I'd suggest the 7 of you and 2 appointed non-voting members.....

One or more artists may be selected for additional review and discussion of their proposal. Selected artists will be advised of the dates for final recommendations to the AIPP Board, City Manager and/or City Commission, as required. Finalists may be required to present to the AIPP Board or City Commission at an open public meeting. A contract approved by the City Attorney's office must be executed by the artist. A sample contract is attached. *The City Commission or City Manager, as appropriate, reserves the right to reject any and all applicants, to waive informalities in any and all responses, to re-advertise, and to separately accept or reject any response and to award and/or negotiate a contract in the best interest of the City.??*

#### **INSURANCE REQUIREMENTS**

Artists whose proposals are selected through this process must agree to maintain \$300,000 liability insurance policy, (as part of their contract) which will insure and indemnify the artist and the City of Key West during the term of the contract and for one (1) year after acceptance of the project, unless the requirement is waived by the the City of Key West.

#### **SUBMITTAL REQUIREMENTS**

- 1. Application:** Complete, sign and date the attached application cover sheet.
- 2. Written Proposal:** Narrative summary describing the proposed original and project specific artwork (limit 2 typed pages).
- 3. Itemized Budget:** Include all aspects of design, complete installation, artist design fees and fabrication. Please make note of complete installation including base, lighting, landscaping and any other applicable components.
- 4. Concept Drawings/Illustrations of proposed original and site specific artwork:** Submit printed drawings, images, color sketches (3 pages maximum) or maquette of the proposed artwork **OR** submit digital images in PDF or JPG format on a thumb drive. *Digital format is preferred.*

#### **APPLICATION DEADLINE and INSTRUCTIONS FOR SUBMISSION**

- 1.** All required materials outlined above must be received by mail, certified mail, FedEx, UPS or hand delivered no later than **[date] by [time]**, at which time they will be opened.
- 2.** Include 2 original sets of the WRITTEN materials, signed and dated, and MARKED ORIGINAL (submittal items #1, 2, and 3 above) PLUS seven (7) copies. Include one (1) set of visual materials (submittal items 4 and 5 above).
- 3.** Materials are to be submitted in a sealed envelope or box clearly marked on the outside "KEY WEST CITY HALL Art in Public Places RFP".

RFP application materials will NOT be returned to the applicant without prior pre-paid shipping. Faxed, emailed, incomplete applications or proposals that do not include the specified number of copies will be disqualified. All proposals must remain valid for ninety (90) days.

#### **Address and deliver to:**

**City of Key West Purchasing Department  
1300 White Street  
Key West, Florida 33040**

IN COMPLIANCE WITH CITY REGULATIONS, MATERIALS RECEIVED AFTER THE DEADLINE STATED  
ABOVE WILL BE AUTOMATICALLY REJECTED  
ABSOLUTELY NO EXCEPTIONS WILL BE MADE FOR ANY REASON.

For questions, please contact:

**Elizabeth Young, Executive Director**

Florida Keys Council of the Arts

Administrator, City of Key West Art in Public Places

[director@keysarts.com](mailto:director@keysarts.com)

305-295-4369