



Traverse City Arts Commission Regular Meeting

June 16, 2021

3:30 pm

The Traverse City Arts Commission will not be held at the Governmental Center. The Traverse City Arts Commission will be conducted remotely via Zoom Webinar at

<https://us02web.zoom.us/j/87218078408>

Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphone will be muted until they are called upon:

Dial: 312 626 6799

Meeting ID: 872 1807 8408

Participant ID: # (yes, just #)

Posted: June 15, 2021

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

Traverse City Arts Commission:

c/o Colleen Paveglio, DDA Marketing & Communications Director
(231) 922-2050
Email: colleen@downtowntc.com
Web: www.traversecitymi.gov
625 Woodmere Avenue
Traverse City, MI 49686

Welcome to the Traverse City Arts Commission meeting!

Agenda

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. OPENING PUBLIC COMMENT	
4. CONSENT CALENDAR	
A. Consideration of approving the minutes for the Special Meeting of June 26, 2021 (approval recommended) (Burkholder, McCain) Arts Commission Special Meeting, May 25, 2021 Meeting Minutes - PDF	5 - 9
B. Approval of May Financials (approval recommended) (Burkholder, McCain) Arts Commission Financials, May 2021 - PDF	11
5. OLD BUSINESS	
A. 'Union' Pilot Project (approval recommended) (Burkholder, McCain) Union Mural Pilot Project Update Memo - PDF	13
B. Art on the TART - 10th Street Trailhead (Burkholder, McCain) ART on the TART Project Update Memo - PDF	15
C. Perry Hannah Statue (Burkholder, McCain) Perry Hannah Project Update Memo - PDF	17
D. Arts Commission Strategic Plan (Burkholder, McCain) Strategic Plan Update Memo - PDF Draft Strategic Plan RFP - PDF	19 - 29
6. NEW BUSINESS	
A. Friendship Sculpture (Burkholder, McCain) Friendship Sculpture Update - PDF	31
7. CLOSING PUBLIC COMMENT	
A. General	
B. Commissioners	

8. ADJOURNMENT



**Minutes of the
Arts Commission for the City of Traverse City
Regular Meeting
Wednesday, May 26, 2021**

A regular meeting of the Arts Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:30 p.m.

The following Commissioners were in attendance: Commissioner Ashlea Walter, Commissioner Chelsie Niemi, Commissioner Roger Amundsen, Board Member Steve Nance, Board Member Joshua Hoisington, Board Member Mi Stanley, and Board Member Caitlin Early

The following Commissioners were absent: None

Vice-Chairperson Amundsen presided at the meeting.

(a) **CALL TO ORDER, ATTENDANCE, ANNOUNCEMENTS**

(b) **PUBLIC COMMENT**

(1) No public comment

(c) **WELCOME NEW COMMISSIONERS**

(1) Introduction of new and existing commissioners

(d) **ELECTION OF OFFICERS**

- (1) Election of Chair and Vice Chair (approval recommended) (Burkholder, McCain)
That the Traverse City Arts Commission elect Commissioner Amundsen to serve as chair and Commissioner Niemi as vice-chair, for the term of one-year.

Moved by Ashlea Walter, Seconded by Steve Nance

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,
Joshua Hoisington, Mi Stanley, and Caitlin Early

Absent: None

CARRIED. 7-0-0 on a recorded vote

(e) **APPROVAL OF MINUTES**

(1) Approval of Meeting Minutes (approval recommended) (Burkholder, McCain)

(f) **FINANCIALS**

(1) Approval of April Financials (approval recommended) (Burkholder, McCain)

(g) **PROJECT UPDATE**

(1) 'Union' Mural Pilot Project (approval recommended) (Burkholder and McCain)

- Chairperson Amundsen explains that artists were chosen had the strongest correlation to the project with their statements of interest
- Commissioner Niemi asked if all artists will be contact
 - McCain responds that all artists will be contact and encouraged to apply for future projects with the other top contenders receiving personal emails
 - Commissioner Walter emphasizes that this is a pilot and we hope to utilize these artists in the near future
- McCain updates the group that the Pavlova construction will most likely not be done in time, resulting in both murals for that specified pairing being painted on Terry Beia's building (The Dish Cafe)

Motion to approve the artist pairings of O'Hanlon/Howe and Castillo/Platte for the 'Union' Mural Pilot Project

Moved by Ashlea Walter, Seconded by Caitlin Early

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance, Joshua Hoisington, Mi Stanley, and Caitlin Early

Absent: None

CARRIED. 7-0-0 on a recorded vote

(2) Art on the TART (approval recommended) (Burkholder, McCain)

- Burkholder explains the reasoning for sending a new RFP
 - Artist withdrew because of concerns with being able to ensure the initial integrity of his project after looking at the site and getting farther along in the process
- Commissioner Walter asked if artists who applied in the past will need to reapply
 - McCain explains that most received feedback when they applied and would most likely want to reapply with a tweaked plan, but we will consider their initial application
- McCain adds that on-site interviews with project partners and top 3 artist finalists will occur and add a lot of clarity to both the artists and commission (Commissioner Early emphasized this)
- Chairperson Amundsen mentions to change the phrasing to rfp instead of rfq
 - McCain agrees to make this change
- Commissioner Niemi questions the insurance policy portion of the rfp
 - McCain mentions that this is a requirement of all city public art contract

- Commissioner Walter questions if the timeline of the rfq is long enough
 - Commissioner Niemi asks if it could be pushed out if needed if not enough applications come in
 - Burkholder assures this could happen

That the Traverse City Arts Commission approves to issue a new RFP for the Art of the TART 10th Street Trailhead project

Moved by Roger Amundsen, Seconded by Chelsie Niemi

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance, Joshua Hoisington, Mi Stanley, and Caitlin Early

Absent: None

CARRIED. 7-0-0 on a recorded vote

(h) **OLD BUSINESS**

(1) Strategic Plan Update

- Commissioner Walter asks for next steps
 - Burkholder says that he would like to and the RFP ready for review by the June meeting and out later that month
- Commissioner Nance asked if strategic plan discussion will occur during regular meetings
 - Burkholder says that special meetings or smaller focus groups might have to occur

(2) Sestok Agreement

- Commissioner Walter mentions subcommittee for rotating exhibit and would like to have this group meet in June
 - Commissioner Early volunteers to join the committee
 - Subcommittee comprised of Commissioners Walter, Early and Niemi with staff person McCain assisting
- Burkholder reminds the group that new projects do not need to stay within the parameters of the four cement pads currently on site
 - Commissioner Niemi recommends map with the pad location for the artists to be able to determine if they are needed
- Commissioner Walter asks if Selection Panel should be included
 - McCain reminds the group that the Master Plan states that the Arts Commission can determine when the Selection Panel is needed
- Commissioner Walter reiterates that the subcommittee will meet in June

(3) Perry Hannah Statue Update

- Chairperson Amundsen states that the only real option is to wait for a response from the GTB
 - Burkholder shares that the GTB just has not had a chance to respond to the Arts Commission on their opinions on the current verbiage

- Burkholder states that once we receive the edits from the GTB it will be easy to make the changes

(i) **NEW BUSINESS**

- (1) Addition of Consent Calendar (approval recommended) (Burkholder, McCain)
To include the addition of a consent calendar to monthly Arts Commission meeting agendas.

Moved by Caitlin Early, Seconded by Roger Amundsen

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,
Joshua Hoisington, Mi Stanley, and Caitlin Early

Absent: None

CARRIED. 7-0-0 on a recorded vote

- (2) 2021/2022 Budget

-Commissioner Walter questions a line item on pop-up projects, states they might be looking for funding

- (3) Mazinaadin Prints

(j) **PUBLIC COMMENT**

- (1) General

No Public Comment

- (2) Commissioners

Commissioner Neimi and Chairperson Amundsen reiterate the welcome to new commissioners

(k) **ADJOURNMENT**

- (1)

- (2) Meeting adjourned at 4:37.

Moved by Ashlea Walter, Seconded by Steve Nance

Yes: Ashlea Walter, Chelsie Niemi, Roger Amundsen, Steve Nance,
Joshua Hoisington, Mi Stanley, and Caitlin Early

Absent: None

CARRIED. 7-0-0 on a recorded vote

Roger Amundsen, Chairperson

Draft

06/03/2021 10:42 AM
 User: nvanness
 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY
 PERIOD ENDING 05/31/2020

Page: 1/1

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/20	YTD BALANCE 05/31/2020	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 282 - PUBLIC ARTS COMMISSION FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
282-000-664.000	INTEREST & DIVIDEND EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	35,000.00	0.00	6,686.35	0.00	28,313.65	19.10
282-000-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
282-000-695.000	TRANSFERS IN	30,000.00	0.00	0.00	0.00	30,000.00	0.00
282-000-699.000	PRIOR YEARS' SURPLUS	32,900.00	0.00	0.00	0.00	32,900.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		112,900.00	0.00	6,686.35	0.00	106,213.65	5.92
TOTAL REVENUES		112,900.00	0.00	6,686.35	0.00	106,213.65	5.92
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	2,200.00	0.00	164.00	0.00	2,036.00	7.45
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	35,700.00	0.00	8,934.61	7,689.50	19,075.89	46.57
282-282-900.000	PRINTING AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
282-282-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
282-282-970.000	CAPITAL OUTLAY	75,000.00	0.00	53,679.14	0.00	21,320.86	71.57
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		112,900.00	0.00	62,777.75	7,689.50	42,432.75	62.42
TOTAL EXPENDITURES		112,900.00	0.00	62,777.75	7,689.50	42,432.75	62.42
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		112,900.00	0.00	6,686.35	0.00	106,213.65	5.92
TOTAL EXPENDITURES		112,900.00	0.00	62,777.75	7,689.50	42,432.75	62.42
NET OF REVENUES & EXPENDITURES		0.00	0.00	(56,091.40)	(7,689.50)	63,780.90	100.00



MEMORANDUM

To: Traverse City Arts Commission

From: Harry Burkholder, DDA COO
Katy McCain, DDA Community Development Director

For Meeting Date: June 16, 2021

Memo Date: June 14, 2021

SUBJECT: 'Union' Mural Pilot Update

We have received all four signed artist contracts. O'Hanlon and Howe are set to paint ASAP after the building gets a fresh coat of paint. This is likely to occur within the next few weeks. They will be sending us their project draft this week. We hope to receive it prior to our meeting and will send it out to the commission to have on hand.

Castillo and Platt will complete their mural at the beginning of August. Expenses and traveling with a newborn child from Mexico in the midst of COVID restrictions have made it difficult for Castillo to travel here this summer. She will be drafting her portion of the piece and then will have Platt transfer her completed work onto the allotted mural space on the AT&T building. Platt is requesting Castillo's \$1,000 stipend for travel related expenses for the additional work she will be doing. Arts Commission staff recommends approval due to the extenuating circumstances.

Contracts are being created for the property owners. A walk through occurred at both the AT&T building and the Dish Café to scout out the exact location. As mentioned, the Dish Café building is being completely repainted prior to the project, which will assist in building prep work.

Details are forthcoming but expect a ribbon cutting to occur mid to late August.

Recommended motion: *To allow Platt to paint Castillo's original work as part of the 'Union' Mural Pilot Project and to transfer Castillo's \$1,000 stipend to Platt for the additional time and work.*

To: Traverse City Arts Commission

From: Harry Burkholder, DDA COO
Katy McCain, DDA Community Development Director

For Meeting Date: June 14, 2021

Memo Date: June 16, 2021

SUBJECT: ART on the Tart Update

The 10th Street Trailhead RFP is set to close on Monday, June 21, 2021. One artist from the first RFP for this project resubmitted his proposal. Another artist who applied is planning on doing the same. We sent an email reminder on Monday, June 14, to artists who have signed up to receive Arts Commission updates. If we do not receive more proposals we can extend the RFP. As a reminder, TART received funding through a MCACA grant for this project, so the installation needs to be completed by the end of September. Reminders about the RFP are also being sent via social media.

All dates but the Artists Qualifications Deadline are subject to change:

TIMELINE

Tentative Schedule:

May 27, 2021: Application Published

June 21, 2021: Application Deadline

Week of June 28: Art Panel review artists' qualifications and select up to (3) finalists

July 12, 2021: Finalists submit concept art and maquette

July 12-16, 2021: Art Selection Panel selects an artist

July 21, 2021: Artist and artwork considered by Arts Commission

August 2021: Art Fabrication

September 2021: Preparation and installation

September-October 2021: Exhibit opening



Memorandum

To: Traverse City Arts Commission

From: Harry Burkholder, DDA COO
Katy McCain, DDA Community Development Director

For Meeting Date: June 16, 2021

Memo Date: June 11, 2021

SUBJECT: Perry Hannah Statue Update

As you recall, over the last few months, staff has met with city staff, the Community Foundation (through which funds were provided) and the donor of the Perry Hannah statute and had positive discussions regarding revisions to the plaque. Based on direction from the Arts Commission, staff (as well as members of the Commission) worked to revise the language on the plaque – suggesting subtle changes to include/recognize the indigenous people of this region while also respecting the original intent of the statute.

Staff was able to connect with the Tribal Manager and have forwarded (at her request) the current/proposed text of the plaque as well as a picture of the statue. We are still awaiting word on their thoughts and/or suggestions.

Given the lack of feedback, it might be helpful if a member of the Arts Commission reached out to the Tribal Manager.



MEMORANDUM

To: Traverse City Arts Commission

From: Harry Burkholder, DDA COO
Katy McCain, DDA Community Development Director

For Meeting Date: June 16, 2021

Memo Date: June 12 2021

SUBJECT: Master/Strategic Plan Update

A draft of the RFP for the master/strategic planning effort is attached. As a reminder, this a two-part planning effort, focusing on the structural arrangement/management/processes of the Arts Commission as well as future art projects and priorities.

Please review the RFP to be sure it captures your understanding and desire for this planning effort. We will also review the selection criteria/process Wednesday's meeting

Once the Arts Commission finalizes the RFP, we will invite those who have already been contacted or recognized to respond, including: Elaine Wood, the former ED of Networks Northwest and now a consultant; Leslie Donaldson who did extensive community facilitation in Lansing as head of their arts council and now teaches for Carnegie Mellon University. Megan Olds, who works to structural processes and management for government and non-profits organizations, Julie Ann Rivers-Cochran, from Blackbird Consulting and any other candidates identified by the Arts Commission

We will also send notice of the RFP through our municipal/posting channels (and other channels as recommended).

City of Traverse City

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmanage@traversecitymi.gov



June 10, 2021

Bidder:

The City of Traverse City will receive sealed bids in the office of the Downtown Development Authority at 303 E. State Street, Traverse City, Michigan 49684, until **July 7, 2021 at 4:00 PM** for the following:

Traverse City Arts Commission Strategic Plan

The specifications can be obtained from the City's website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksheridan@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The City of Traverse City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for **"Traverse City Arts Commission Strategic Plan"**

You must submit Two (2) Sealed Copies of the bid to the DDA's office prior to the above - indicated time and date or the bid will not be accepted. E-Mail bids will not be accepted. All bids will be opened at **4:30 on July 7, 2021** at the DDA office.

If you have any questions, please contact Harry Burkholder, Traverse City Chief Operations Officer at 231-922-2050 before the bid is submitted.

PLEASE SUBMIT BID TO:

Harry Burkholder, Chief Operations Officer
Traverse City Downtown Development Authority
303 E. State Street
Traverse City, Mi 49684

OVERVIEW

In 2014, the City of Traverse City created a Public Art Program to advocate for and install public art to promote the interests of Traverse City and enrich the cultural and aesthetic quality of life in the community.

To advance this effort, the City developed a Master Plan for the Public Arts Program. The Master Plan includes policies intended to provide the City of Traverse City, DDA staff and the community with a clear and consistent framework for selecting, funding, approving, installing, maintaining and decommissioning public art in municipally owned public spaces. The goal of the master plan was to ensure a lasting arts legacy for future generations through a sustainable Public Art Program.

Over the last several years, the Public Arts Program has led efforts to install several art pieces throughout the city. During that same time, the administration of the Public Arts Program has shifted several times. At the onset, the Public Arts Commission was administered by a third-party consultant. After two years, administration of the Public Arts Program fell back into the hands of City staff. In 2018, the City of Traverse City contracted with the Downtown Development Authority (DDA) to administer the Public Arts Program.

Two years ago, the Arts Commission facilitated an informal discussion to identify priorities for public art (type, application, etc.) for the next several years. This past year, due to the COVID-19 pandemic, the Arts Commission suspended all activities (including meetings) for seven months. This pause in activity (as well as the appointment of several new arts commissioners) provides an opportunity for the Arts Commission to conduct a more formal discussion about the direction of, and priorities for, public art. In addition, the Arts Commission would like to use this planning opportunity to re-evaluate the organizational, operational, funding and decision-making framework for the Arts Commission.

PURPOSE OF RFP

The Traverse City Arts Commission is seeking proposals from qualified firms to update and develop a Strategic Plan that will guide the evolution and priorities of the Arts Commission for the next five years. The Strategic Plan will establish short and long-range goals and objectives that are well-defined and establish measurable outcomes.

The Strategic Plan should include an update of the Arts Commission existing collection as well as the priorities for public art for the next several years. In addition, the Strategic Plan should re-assess the organizational structure of the Arts Commission (including funding mechanisms and decision making) capable of implementing and delivering the expectations set forth in the Plan. The Strategic Plan should be informed by input from the public as well as community stakeholders and current Arts Commission members. The purpose of this document is to facilitate the selection of a qualified firm for this task.

SCOPE OF WORK

In order to achieve a new direction for the Arts Commission, the following scope of work is described under each of the following tasks.

Task One. Update the Public Art Inventory Review

The consultant will work with DDA staff and the Art Commission to update the collection of public art under the purview of the Arts Commission. The current collection is listed in *Appendix A* of the Master Plan. Each piece within the collection should be inventoried, including an evaluation on the condition of the piece (with noted maintenance needs) and photographed. In addition, the consultant should inventory the signage for each piece.

Task Two. Update Guiding Principles Goals and Priorities for Public Art

The consultant will work with the Arts Commission to assess and evaluate the current guiding principles and goals of the Arts Commission, noting if priorities/goals should be revised, eliminated or added.

The consultant will also work with the Arts Commission to identify the types (and priorities) of artwork that should be commissioned for Traverse City for the next five years. These priorities or “areas of focus” should address different mediums (e.g., murals, digital media, statues, sculptures, integrated landscaping, etc.), location, size and other strategies that will bring the maximum impact for the city. This component of the strategic plan will include discussions with community stakeholders, arts organizations, community groups, local businesses, designers and residents. Specific efforts should be made to involve the general public throughout the process as well as under-represented constituents.

Task Three. Organizational Assessment

As previously noted, the policies and framework for selecting, funding, approving, installing, maintaining and decommissioning public art were drafted in 2014. Over the last seven years, the City and Arts Commission have noted opportunities to re-evaluate, tweak, revise and/or eliminate the current policies. The consultant will conduct an internal organizational assessment to evaluate the Arts Commission ability to effectively plan for, fund and implement public art throughout the city. This assessment should include a compressive review of the project assessment and selection process, call for artists and solicitation, artist selection process, installation, maintenance and long-term funding. The assessment should also include a review of the manner and degree the Arts Commission is staffed and its relationship with the City. This assessment will likely include several discussion with the City Clerks Office.

Task Four. Develop the Strategic Plan

Following the completion of Tasks One, Two and Three, the consultant will prepare a “Draft Plan” that articulates the findings from each task. The draft plan will then be analyzed, discussed and re-calibrated through a planning workshop with the Arts Commission. The results of the workshop will be used to develop the Final Strategic Plan.

Community Engagement and Communication

Community engagement will be a key element of a successful strategic plan. The consultant should be prepared to facilitate a community engagement process designed to allow the general public and a variety of stakeholders to contribute to the understanding of the current challenges and opportunities of the Arts Commission. The Consultant should be prepared to creatively engage with the community through a variety of both in-person activities as well as virtual activities.

As this project directly impacts the entire community, a robust communication plan is needed to assure project information will be available in a timely and relevant manner. The community engagement and communications component of this process should be designed to continue throughout the duration of the project. It should enable the Arts Commission to provide information to the community regarding public meetings and opportunities to provide public input throughout the planning process. Coordination with the DDA and their communication team will be critical.

The consultant will develop a Community Engagement Plan (CEP) at the onset of the planning effort. The CEP will define the goals and objectives of the community engagement effort, identify key stakeholders, and discuss the community engagement techniques, meetings and materials that will be used such as social media, newsletters, fact-sheets, and graphical displays. The consultant must demonstrate how it intends to facilitate community engagement through both in-person and virtual tools. The Plan will also address methods proposed for distribution of information.

The Consultant shall establish a schedule for regular progress meetings with the Arts Commission. Written progress reports shall be prepared for such meetings.

SUBMISSION GUIDELINES

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation will be completed by an evaluation committee made up of city staff, DDA staff and the Arts Commission, which will provide a recommendation to the Arts Commission for contract award.

Resumes furnished per A. below, together with evidence of past involvement with similar projects per B. below should demonstrate that the proposed Consulting includes individual(s) competent in:

- Public Art
- Placemaking
- Organizational Structure
- Community Engagement
- City Processes

A. Professional Qualifications – 20 points

- State the full name(s) and address of your firm and, if applicable, or other subordinate elements that will perform, or assist in performing, the work hereunder. Indicate whether your firm operates as an individual, partnership, or corporation.
- Include the name of executive and professional personnel by skill and qualifications that will be employed to complete the work. Indicate which of these individuals you consider key to the successful completion of the project and how many hours each person will need to complete the project. Identify only individuals who will work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subconsultants.
- State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.

B. Past Involvement with Similar Projects – 35 points

- The written proposal must include a list of specific experience in the project type and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. A summary of related projects with the original deadline and cost estimate versus the actual design completion date and final cost of the design is required with this section. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title and contact person.

C. Proposed Work Plan – 35 points

- A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of this project. The work plan shall define resources needed for each task (title and individual person-hours) and the firm's staff person completing the project task. In addition, the work plan shall include a timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.
- The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e., when the project elements, measures and deliverables are to be completed) and the extent and timing of the staff involvement. Additional project elements suggested by the Proposer are to be included in the work plan and identified as Proposer suggested elements.
- The work plan must identify information the proposer will need from DDA staff and the Arts Commission in order to complete the project.
- The work plan shall include any other information that the Proposer believes to be pertinent but not specifically asked for elsewhere.

- Also include in the work plan all proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals.
- In the scoring for this first section, consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal – 10 points

- Fee quotations shall be submitted in a separate, sealed envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors and any other details, including hours of effort for each team member by task and sub-task, by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan. Consultants must be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. The cost proposal should be realistic in showing the hours necessary to provide a quality product.
- The fee proposed must include the total estimated cost for each task and the complete Plan when it is 100% complete.

Proposal Evaluation

The evaluation committee will evaluate each proposal by the above described criteria and point system (A through C, based on 90 points) to select a short list of firms for further consideration. Fee proposals will then be opened for those proposals making the short list and each proposal re-scored to include the fee (10 points). A proposal with all the requested information does not guarantee the proposing firm will be a candidate for an interview. The Committee may contact references to verify material submitted by the Proposers.

Interview

The Arts Commission will then schedule interviews with selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview should include the Project Team members expected to complete a majority of the work on the project, but no more than six (6) members total. The interview shall consist of a presentation of up to twenty (20) minutes by the Proposer, including the person who will be the project manager on this Contract, followed by approximately twenty (20) minutes of questions and answers, if needed. Audio-visual aids may be used during the interview.

Final Scoring

The firm(s) interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the Downtown Development Authority Board, if suitable proposals are received

Deadline

Proposal must be submitted by **July 7, 2021** by 4:00 PM

Bidder - Please complete and return

BID SUMMARY

TITLE: **Traverse City Arts Commission Strategic Plan**

DUE DATE: **Wednesday, July 7, 2021 at 4:00 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the DDA reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the DDA. The bid will be evaluated and awarded on the basis of the best value to the DDA. The criteria used by the DDA may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the DDA. The DD is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

Signature

Name and Title (Print)

Phone

Fax

Company Name

Company Address

City,

State,

Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

2. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

3. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

Memorandum

To: Traverse City Arts Commission

From: Harry Burkholder, DDA COO
Katy McCain, DDA Community Development Director

For Meeting Date: June 16, 2021

Memo Date: June 14, 2021

SUBJECT: Friendship Sculpture

Earlier this month, city staff received an email from the Cultural Programs Coordinator at the US Embassy in Tbilisi, in the Republic of Georgia, regarding the Friendship Statue in front of the historic courthouse on the corner of Boardman and Washington. The sculpture was created by the prominent Georgian Sculpture Merab Berdzenishvili. Mr. Berdzenishvili passed away in 2016 at the age of 87 but remains one of the most well-know Georgian artists and his sculptures can be found all throughout Tbilisi.

The statue was approved through an April 1990 Board of Commissioners resolution to cooperate with the Mtskheta Region (of the then Georgian Republic of the USSR) for cultural, social and economic exchanges. The sculpture was shipped to Traverse City in July of 1991 and in return, the County gave the Mtskheta Region stained-glass windows by local artists Bob Holdeman and Paul Welch.

A couple of residents of Tbilisi reached out to city staff as they are hoping to celebrate the 30-year anniversary of the art exchange and possibly renew their sister-city status. County staff has reached out to the Embassy about renewing the relationship.

