



## **Traverse City Arts Commission Regular Meeting**

**January 19, 2022**

**3:30 pm**

2nd Floor Committee Room, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted: January 17, 2022

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 Harry Burkholder, DDA COO  
(231) 922-2050  
Email: [harry@downtowntc.com](mailto:harry@downtowntc.com)  
Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)  
303 East State Street  
Traverse City, MI 49684

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# Welcome to the Traverse City Arts Commission meeting!

## Agenda

	Page
<b>1. CALL TO ORDER, ATTENDANCE, ANNOUNCEMENTS</b>	
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<b>2. CONSENT CALENDAR</b>	
A. Consideration of approving the minutes of the December 15, 2021 regular meeting (approval recommended) (Burkholder) - PDF <a href="#">December 15, 2021 Arts Commission Meeting Minutes - PDF</a>	5 - 7
B. Consideration of approving the financial reports and disbursements for Arts Commission for December 2021 (approval recommended) (Burkholder) <a href="#">Arts Commission December 2021 Financials</a>	9
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<b>3. NEW BUSINESS</b>	
A. Pride Celebration Proposal - Nick Viox	
<hr/>	
<b>4. OLD BUSINESS</b>	
A. Art Signage Installation Update <a href="#">Art Signage Installation Update Memo (Burkholder) - PDF</a>	11
B. Strategic Plan Update <a href="#">Strategic Plan Update Memo (Burkholder) - PDF</a>	13
C. Banner Initiative Update <a href="#">Banner Initiative Project Update Memo (Burkholder) - PDF</a> <a href="#">Draft Banner Initiative RFP - PDF</a>	15 - 25
D. Art on the TART Update <a href="#">ART on the TART Project Update Memo (Burkholder) - PDF</a> <a href="#">Draft Art on the TART RFP - PDF</a>	27 - 38
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<b>5. PUBLIC COMMENT</b>	
A. General	
B. Commissioners	
<hr/>	
<b>6. ADJOURNMENT</b>	





**Minutes of the  
Arts Commission for the City of Traverse City  
Regular Meeting  
December 15, 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 3:41 p.m.

The following Commissioners were in attendance: Ms. Walter, Ms. Stanley, Mr. Hoisington, Mr. Amundson

The following Commissioners were absent: Mr. Nance, Ms. Early, Ms. Niemi

Chairperson Amundson presided at the meeting.

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

(b) **CONSENT CALENDAR**

(1) Consideration of approving the meeting minutes from the November 17, 2021 meeting (approval recommended) Burkholder) - PDF

(2) Financials

Approval of the Consent Calendar as presented

Moved by Ashlea Walter, Seconded by Roger Amundsen

**Yes:** Ashlea Walter, Roger Amundsen, Mi Stanley, and Joshua Hoisington

**Absent:** Chelsie Niemi, Caitlin Early, and Steve Nance

**CARRIED. 4-0-3 on a recorded vote**

(c) **OLD BUSINESS**

(1) Rotating Art Update

- Mr. Burkholder noted that the new art installations are up along the TART Trail.
- Commissioner Walter asked about a Ribbon Cutting ceremony

- Mr. Burkholder noted he would reach out to TART, Roger and the artist regarding a ribbon cutting

**(2) Strategic Plan Update**

- Mr. Burkholder reviewed the memo
- Commissioner Walter asked that we spell out next steps for amending the plan as a procedural item
- Mr. Burkholder said he would make a 6-month timeline for next steps to present at the January Meeting

Motion that the Arts Commission approve to enter into a contract with Parallel Solutions for consulting services for a strategic plan for a not-to-exceed cost of \$12,100 subject to approval and substance by the DDA CEO and city attorney.

Moved by Mi Stanley, Seconded by Roger Amundsen

**Yes:** Ashlea Walter, Roger Amundsen, Mi Stanley, and Joshua Hoisington

**Absent:** Chelsie Niemi, Caitlin Early, and Steve Nance

**CARRIED. 4-0-3 on a recorded vote**

**(3) Banner Initiative**

- Burkholder noted he was still waiting to get the banner dimensions and count from Britten Banner
- Commissioners discussed a desire to have submissions only open to local artists
- Commissioners discussed the theme of "Fresh Perspectives of Downtown"

**(4) Art on the TART Update**

- Commissioners discussed a desire to include fabrication costs within the total budget
- Mr. Burkholder noted he would work with TART to get the exact dimensions of the space
- Mr. Burkholder noted he would work on a RFP to be reviewed and approved by the Arts Commission in January

**(5) GIS Inventory Mapping Initiative Presentation (Jerry Swanson, Brianna Pemberton)**

- This item was moved to the top of "old business"
- A presentation was provided by Jerry Swanson and Brianna Pemberton

**(d) PUBLIC COMMENT**

- (1) General
- (2) Commissioners

(e) **ADJOURNMENT**

- (1) Adjournment  
Motion to adjourn the meeting

Moved by Joshua Hoisington, Seconded by Roger Amundsen

**Yes:** Ashlea Walter, Roger Amundsen, Mi Stanley, and Joshua Hoisington

**Absent:** Chelsie Niemi, Caitlin Early, and Steve Nance

**CARRIED. 4-0-3 on a recorded vote**

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Roger Amundson





01/05/2022 03:26 PM  
 User: nvanness  
 DB: TRAVERSE CITY

REVENUE AND EXPENDITURE REPORT FOR TRAVERSE CITY

Page: 1/1

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/21	YTD BALANCE 12/31/2021	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	0.00	0.00	1,500.00	0.00	(1,500.00)	100.00
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	30,000.00	0.00	0.00	100.00
282-000-699.000	PRIOR YEARS' SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		50,000.00	0.00	31,500.00	0.00	18,500.00	63.00
TOTAL REVENUES		50,000.00	0.00	31,500.00	0.00	18,500.00	63.00
Expenditures							
Dept 282 - PUBLIC ARTS COMMISSION							
282-282-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	15,000.00	0.00	18,502.53	17,395.78	(20,898.31)	239.32
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	4,500.00	0.00	0.00	0.00	4,500.00	0.00
282-282-970.000	CAPITAL OUTLAY	30,000.00	0.00	4,000.00	7,000.00	19,000.00	36.67
282-282-988.000	UNALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 282 - PUBLIC ARTS COMMISSION		50,000.00	0.00	22,502.53	24,395.78	3,101.69	93.80
TOTAL EXPENDITURES		50,000.00	0.00	22,502.53	24,395.78	3,101.69	93.80
Fund 282 - PUBLIC ARTS COMMISSION FUND:							
TOTAL REVENUES		50,000.00	0.00	31,500.00	0.00	18,500.00	63.00
TOTAL EXPENDITURES		50,000.00	0.00	22,502.53	24,395.78	3,101.69	93.80
NET OF REVENUES & EXPENDITURES		0.00	0.00	8,997.47	(24,395.78)	15,398.31	100.00





## MEMORANDUM

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**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** January 17, 2022  
**Subject:** Signage Update

Signage has now been installed at the 10<sup>th</sup> Street Art on the TART trailhead as well as at the four Petrakovitz sculptures. Signage was also re-applied at the Cass Street pedestrian tunnel.





## MEMORANDUM

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**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** January 17, 2022  
**Subject:** Master/Strategic Plan Update

The contract with Megan Motil from Parallel Solutions was scheduled to be reviewed and discussed (under the Consent Calendar) by the City Commission at their January 18<sup>th</sup> meeting. However, I decided to pull this item from the city commission agenda upon further discussion with city staff who expressed concern over the cost and scope of the contract.

I am following up with city staff this week to review the concerns and components of Megan's proposal as well as the arts commission budget. We may need to make a budget amendment to conduct the plan update. Megan has also expressed an willingness to re-work pieces of her proposal, if needed.





## MEMORANDUM

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**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** January 17, 2022  
**Subject:** Banners – West Front Street

Based on our December Arts Commission discussion and schematic parameters from Britton Banners, I have attached a draft RFP for the Banner initiative. I am asking the Arts Commission for a little flexibility on the timeline as we still need to have the RFP reviewed and approved by the City Attorney.







**[DATE]**

The City of Traverse City will receive artist qualifications directed to the Traverse City Arts Commission, Downtown Development Authority, 303 East State Street Suite C, Traverse City, Michigan, 49684, until **February 18<sup>th</sup> 2022**, no later than 4:00 PM for the following:

If the specifications are obtained from the Arts Commission's website link at: [www.tcpublicart.org](http://www.tcpublicart.org), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the qualifications being submitted.

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 City.

The 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 submit one sealed hard copy and one digital copy of the bid to the DDA's office prior to the above indicated time and date or the bid will not be excepted.

If you have any questions, please contact Harry Burkholder, Downtown Development Authority Chief Operations Officer, at [harry@downtowntc.com](mailto:harry@downtowntc.com) or (231) 922-2050 before the bid is submitted.

**PLEASE SUBMIT HARD COPY & DIGITAL COPY BIDS TO:**

TC ARTS COMMISSION  
Attn: Harry Burkholder  
303 E. State St., Ste. C  
Traverse City, MI 49684



**Traverse City Arts Commission**

303 E. State St., Ste C.  
Traverse City, MI 49684  
231.922.2050  
[tcppublicart.org](http://tcppublicart.org)



## Project Intent

The purpose of this RFQ is to select nine local artists to design a twenty-eight (30) digital images that will be placed on pole banners along West Front Street. The banners will serve to enhance the experience, aesthetic and sense-of-place of West Front Street. The theme of the banners is "fresh perspectives of downtown". Submissions should reflect different perspectives of Downtown Traverse City.

## Project Background & History

The banners along West Front Street were installed as part of a comprehensive streetscaping project in 2015. The design and color scheme for all 30 banners was universal. The banners are planned to be replaced in 2022. In cooperation with Britten Banner, the Arts Commission is using this opportunity to bring color and art into this highly visual streetscaping element. To be clear, the Arts Commission is excited for this banners to serve as "art", rather than the promotional/celebratory banners that are utilized in other parts of downtown.

## Project Details

The Traverse City Arts Commission is working with Britton Banner to install 30 new banners in nine different "sets" along West Front Street. The Arts Commission is seeking at least four (4) unique banner designs from nine local artists under the theme of "a fresh perspectives of downtown". Submissions should reflect different perspectives of Downtown Traverse City. Any type of painting (e.g., abstract, impressionism, etc.) photography and/or graphic art may be submitted. Final designs must be compatible with fabrication processes established by Britten Banner Inc., who will be printing and installing the banners. Banner sets include:

Set One:	2 single-banners (south side)	Front Street and Division
Set Two:	3 single-banners (north side)	Front Street and Maple
Set Three:	3 single-banners (south side)	Front Street and Maple
Set Four:	2 double-banners (north side)	Front Street (in front of the firehouse)
Set Five:	2 double-banners (south side)	Front Street (in front of the GT Pie Company)
Set Six:	2 double-banners (north side)	Front Street (in front of the Fogarellis)
Set Seven:	2 double-banners (south side)	Front Street (in front of Walter and Hemmings)
Set Eight:	3 single-banners (north side)	Front Street and Wadsworth
Set Nine:	3 single-banners (south side)	Front Street and Hall Street

All banners are two-sided. The size of each banner is 24" x 48". Given the arrangement (or "set") of banners along the corridor, some artists will have four banners printed, some will have three banners printed and some will have two banners printed. We ask that each artist submit four different designs. The Arts Commission will select two or three of the best designs (from the four submitted), for those areas along the corridor with the corresponding number of banners. The Arts Commission will also select the location(s) of each banner along the corridor.

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Traverse City Arts Commission

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231.922.2050  
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## Location

The project area is located along West Front Street, between Hall Street and Division. A map and images of the project area (sets) are included below.

### Project Area Map & Pictures





## Contract Requirements

The finalist shall enter into a contract with the City of Traverse City upon acceptance of a proposal. Michigan law shall apply to the contract and agreement between the artist and the City of Traverse City.

Title to and ownership of the artwork passes to the City of Traverse City upon written acceptance of and payment for the work.

Copyright belongs to and remains with the artist. The artist retains all rights under the Copyright Act of 1976 (17 USC Section 101) as the sole author of the work for the duration of the copyright. The duration of copyright in the United States is currently the life of the author plus seventy (70) years.

The City of Traverse City retains the right to reproduce the artwork in any and all forms, and will include credit to the artist and notice of copyright on all reproductions.

The Arts Commission recognizes some changes may occur during the process of creating the finished artwork. If, in the reasonable judgment and opinion of the Arts Commission, the final artwork is materially different than the concept presented and accepted during the selection process, the Commission reserves the right to request revisions to, or recreation of the art. It is the responsibility of the artist to discuss with the Traverse City Arts Commission any changes during the creative process that could be considered materially different.

If three dimensional, the piece must be installed in a workmanlike manner with sufficient anchoring to prevent it from being removed, tipped, broken, or overturned. The artwork and installation will be completed so that the artwork does not create any known risk to the public. The commission will review the artist's proposed installation plans and may make recommendations to modify them to address safety concerns of the City of Traverse City. Remove?

The City of Traverse City and the Arts Commission reserve the right to relocate the artwork to a comparable site at the direction of the City Commission, should future City projects necessitate a change.

The City of Traverse City requires that the selected artist carry Liability Insurance in the amount of \$2,000,000 (two million dollars) per incident during the production of the artwork, with an endorsement naming the City of Traverse City as additional insured. Remove?

The artist and the City of Traverse City shall and hereby agree to defend, indemnify, and hold harmless each other against any liability that arises out of the other Party's negligent or willful behavior.

Artists will be disqualified if they owe taxes to the City of Traverse City.

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231.922.2050  
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## Eligibility

The project is open to all qualified artists age 18 and over living or working in Traverse City.

## Selection Process

The project will follow the process and guide described in the Public Art Program Master Plan for Traverse City, available at [traversecitymi.gov/artscommission.asp](http://traversecitymi.gov/artscommission.asp). The artist and final art will be selected by the Art Selection Panel and a recommendation will be made to the Arts Commission for final consideration.

The Arts Commission reserves the right to reopen our search if the right finalist/project is not found.

The call for entry process will include the following:

- The Art Selection Panel reviews artists submittals and qualifications and develops a preferred-list of (3) artists.
- The selected artist(s) are invited to develop and submit a minimum of four concepts for the project area.
- The Art Selection Panel selects the final artists and makes a recommendation to the Arts Commission.
- Arts Commission approves the artist and the design.

## Timeline

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

- |                      |  |
|----------------------|--|
| • January 19, 2022   | Call for entry approved by Arts Commission.                              |
| • January 20, 2022   | Call opens.  |
| • February 18, 2022  | Call closes and artists qualifications due.                              |
| • February 21, 2022  | Art Selection Panel review artists qualifications and selects finalists. |
| • March 7, 2022      | Finalists submit concept art.  |
| • March 9, 2022      | Art Selection Panel selects artists.                                     |
| • March 16, 2022     | Artist and artwork considered by Arts Commission.                        |
| • March - April 2022 | Artists work with Britton Banner to fabricate art.                       |
| • May 1, 2022        | Banners hung.  |

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## How to Apply

Artists who wish to be considered for this project must prepare and submit the following materials online or in hard copy form. Information on where to apply and submit can be found on the first page of this RFQ packet.

Required materials include:

1. Letter of interest – one page only explaining interest in the project
2. Current resume – detailing past or current commissions and public installations of work (if a team application, include resumes of all members), and including artist name, gallery representation (if any), address, phone, and email.
3. Images – examples of representative work history in the past five years, not exceeding 16 high resolution images, 3 videos, and 1 audio, with emphasis on recent work.
4. Image annotation – artwork title, date, medium, size, location as appropriate, and the commission budget for the work, if applicable.
5. References – list of three professional references with knowledge of the artist's work and working methods. This list must include complete addresses and phone numbers for the reference.
6. Optional – artists may submit up to three items of support materials (i.e. reviews, articles about their work etc.)

### Contact Person

TRAVERSE CITY ARTS COMMISSION  
Harry Burkholder, COO, Traverse City DDA  
harry@downtowntc.com  
231-922-2050



**Traverse City Arts Commission**

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Artist - Please complete and return

#### REQUEST FOR QUALIFICATIONS SUMMARY

TITLE: West Front Street Banners  
DUE DATE (Hard Copy): February 10, 2022  
DUE DATE (Online): February 10, 2022

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:

1. conviction of a criminal offense incident to the application for or performance of a contract;
2. 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;
3. conviction under state or federal antitrust statutes;
4. attempting to influence a public employee to breach ethical conduct standards; or

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5. 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 City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
  - a. The Natural Resources and Environmental Protection Act.
  - b. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - c. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - d. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - e. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
6. 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 City 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 City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City 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 City. The City 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) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Company Name (if Any) \_\_\_\_\_

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Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Sole proprietorship/partnership/corporation \_\_\_\_\_

If corporation, state of corporation \_\_\_\_\_

DRAFT

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**Traverse City Arts Commission**

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**To:** Traverse City Arts Commission  
**From:** Harry Burkholder, DDA COO  
**Memo Date:** January 17, 2022  
**Subject:** 16<sup>th</sup> Street ART on the Tart

Based on our December Arts Commission discussion, and a review with TART trails staff, I have attached a draft RFP (see attached) for the 16<sup>th</sup> Street ART on the Tart installation. I am asking the Arts Commission for a little flexibility on the timeline as we still need to have the RFP reviewed and approved by the City Attorney.





**[DATE]**

The City of Traverse City will receive artist qualifications directed to the Traverse City Arts Commission, Downtown Development Authority, 303 East State Street Suite C, Traverse City, Michigan, 49684, until **February 10<sup>th</sup> 2022**, no later than 4:00 PM for the following:

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The 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 submit one sealed hard copy and one digital copy of the bid to the DDA's office prior to the above indicated time and date or the bid will not be excepted.

If you have any questions, please contact Harry Burkholder, Downtown Development Authority Chief Operations Officer, at [harry@downtowntc.com](mailto:harry@downtowntc.com) or (231) 922-2050 before the bid is submitted.

**PLEASE SUBMIT HARD COPY & DIGITAL COPY BIDS TO:**

TC ARTS COMMISSION  
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[tcppublicart.org](http://tcppublicart.org)



## Project Intent

The purpose of this RFQ is to select an individual artist to create, fabricate and install public art along the Boardman Lake Trail at Sixteenth Street in Traverse City. The art installation will serve to enhance the experience of the trail user and compliment an emerging trail node and the surrounding area, which includes an expansive overlook of Boardman Lake. Part of TART's network of non-motorized trails, the area around Sixteenth Street provides direct access to the Boardman Lake Loop as it traverses around beautiful Boardman Lake.

## Project Background & History

For several years, TART Trails has been diligently working to complete the Boardman Lake Loop, a 6-mile non-motorized trail around Boardman Lake. This past year, construction began on the last section of trail to complete the loop, with construction targeted for completion in the spring of 2022.

The Traverse City Arts Commission has given their support to this project every step of the way and partnered with TART to assist in efforts to install public art at key nodes and trailheads along the trail. In doing so, this partnership will bring recreation and the arts together to enhance the trail experience and add to Traverse City's unique sense of place. It is a priority of both the Traverse City Arts Commission and TART to connect outdoor recreation with the arts.

The art installation along Sixteenth Street will be second of two art installations along the Boardman Lake Trail in the past twelve months. The first art installation was erected in the fall of 2021 at the Tenth Street Trailhead.

## Project Details

The Traverse City Arts Commission is working with TART Trails, Inc. to install several art pieces at strategic locations along the Boardman Loop Trail as part of their "Art on the TART" program. The next location is at a trail-node along Sixteenth Street. TART Trails is working with Team Elmer's (a local engineering and construction company) to manage the design and installation of the trail-node area. A preliminary site plan of the area can be found in Attachment A.

The Arts Commission and TART have dedicated \$13,000, toward the installation of art at the Sixteenth Street location. There are no parameters or theme limitations for this art installation. However, art that incorporates a dual purpose (e.g., bench, bike rack) is welcomed.



**Traverse City Arts Commission**

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## Location

The project area is located along Sixteenth Street, overlooking Boardman Lake. The dedicated space for the art installation is a roughly 30' by 13' oblique shape. A map and image of the project area are included below.

Project Area Map



Project Site



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## Contract Requirements

The finalist shall enter into a contract with the City of Traverse City upon acceptance of a proposal. Michigan law shall apply to the contract and agreement between the artist and the City of Traverse City.

Title to and ownership of the artwork passes to the City of Traverse City upon written acceptance of and payment for the work.

Copyright belongs to and remains with the artist. The artist retains all rights under the Copyright Act of 1976 (17 USC Section 101) as the sole author of the work for the duration of the copyright. The duration of copyright in the United States is currently the life of the author plus seventy (70) years.

The City of Traverse City retains the right to reproduce the artwork in any and all forms, and will include credit to the artist and notice of copyright on all reproductions.

The Arts Commission recognizes some changes may occur during the process of creating the finished artwork. If, in the reasonable judgment and opinion of the Arts Commission, the final artwork is materially different than the concept presented and accepted during the selection process, the Commission reserves the right to request revisions to, or recreation of the art. It is the responsibility of the artist to discuss with the Traverse City Arts Commission any changes during the creative process that could be considered materially different.

If three dimensional, the piece must be installed in a workmanlike manner with sufficient anchoring to prevent it from being removed, tipped, broken, or overturned. The artwork and installation will be completed so that the artwork does not create any known risk to the public. The commission will review the artist's proposed installation plans and may make recommendations to modify them to address safety concerns of the City of Traverse City.

The City of Traverse City and the Arts Commission reserve the right to relocate the artwork to a comparable site at the direction of the City Commission, should future City projects necessitate a change.

The City of Traverse City requires that the selected artist carry Liability Insurance in the amount of \$2,000,000 (two million dollars) per incident during the production of the artwork, with an endorsement naming the City of Traverse City as additional insured.

The artist and the City of Traverse City shall and hereby agree to defend, indemnify, and hold harmless each other against any liability that arises out of the other Party's negligent or willful behavior.

Artists will be disqualified if they owe taxes to the City of Traverse City.



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## Eligibility

The project is open to all qualified artists age 18 and over. Teams of artists are welcome to apply.

## Selection Process

The project will follow the process and guide described in the Public Art Program Master Plan for Traverse City, available at [traversecitymi.gov/artscommission.asp](http://traversecitymi.gov/artscommission.asp). The artist and final art will be selected by the Art Selection Panel and a recommendation will be made to the Arts Commission for final consideration.

The Arts Commission reserves the right to reopen our search if the right finalist/project is not found.

The call for entry process will include the following:

- The Art Selection Panel reviews artists submittals and qualifications and develops a preferred-list with a maximum of (3) artists.
- Each selected artist will be required to conduct a site-visit to the project location.
- The selected artist(s) are invited to develop and submit a concept for the project area.
- The Art Selection Panel selects the final artist and makes a recommendation to the Arts Commission.
- The Director reviews the recommendation, completes an artist phone interview and speaks with references provided by the artist.
- Arts Commission approves the artist and art installation.

## Budget

The total budget is \$13,000 (Thirteen Thousand Dollars) and includes all artist expenses for project completion including artist fees, materials, fabrication costs to develop the original art, documentation, transportation and shipping, and travel. Also included in the total project budget are expenses for structural investigation or engineering if needed, permits, installation, and a sign plaque. The artist should consider the total cost (including installation) of their project when determining the scope, size and type of art submitted.



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## Timeline

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

- |                     |   |
|---------------------|---|
| • January 19, 2022  | Call for entry approved by Arts Commission.                                       |
| • January 20, 2022  | Call opens.   |
| • February 10, 2022 | Call closes and artists qualifications due.                                       |
| • February 15, 2022 | Art Selection Panel review artists qualifications and select up to (3) finalists. |
| • February 24, 2022 | Site visit with selected artists  |
| • March 10, 2022    | Finalists submit concept art and maquette.  |
| • March 14, 2022    | Art Selection Panel selects artist.   |
| • March 16, 2022    | Artist and artwork considered by Arts Commission.                                 |
| • March - May 2022  | Art fabrication.  |
| • June 1, 2022      | Preparation and installation (subject to coordination with Team Elmers)           |

## Maintenance

The Arts Commission will work with the selected artist to identify specific maintenance requirements for the artwork. The maintenance plan will need to consider seasonal cleaning of the work. All maintenance on the artwork will be paid for with funds from the Public Arts Trust Fund. Landscape maintenance to be maintained and paid for by TART Trails. Ground maintenance such as lawn mowing to be done by City of Traverse City.

## How to Apply

Artists who wish to be considered for this project must prepare and submit the following materials online or in hard copy form. Information on where to apply and submit can be found on the first page of this RFQ packet.

Required materials include:

1. Letter of interest – one page only explaining interest in the project
2. Current resume – detailing past or current commissions and public installations of work (if a team application, include resumes of all members), and including artist name, gallery representation (if any), address, phone, and email.



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3. Images – examples of representative work history in the past five years, not exceeding 16 high resolution images, 3 videos, and 1 audio, with emphasis on recent work.
4. Image annotation – artwork title, date, medium, size, location as appropriate, and the commission budget for the work, if applicable.
5. References – list of three professional references with knowledge of the artist's work and working methods. This list must include complete addresses and phone numbers for the reference.
6. Optional – artists may submit up to three items of support materials (i.e. reviews, articles about their work etc.)

Contact Person

TRAVERSE CITY ARTS COMMISSION  
Harry Burkholder, COO, Traverse City DDA  
harry@downtowntc.com  
231-922-2050



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Artist - Please complete and return

#### **REQUEST FOR QUALIFICATIONS SUMMARY**

TITLE: Sixteenth Street - Art on the TART  
DUE DATE (Hard Copy): February 10, 2022  
DUE DATE (Online): February 10, 2022

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:

1. conviction of a criminal offense incident to the application for or performance of a contract;
2. 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;
3. conviction under state or federal antitrust statutes;
4. attempting to influence a public employee to breach ethical conduct standards; or



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5. 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 City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
  - a. The Natural Resources and Environmental Protection Act.
  - b. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - c. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - d. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - e. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
6. 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 City 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 City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City 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 City. The City 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) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Company Name (if Any) \_\_\_\_\_

Address \_\_\_\_\_



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City, State, Zip\_\_\_\_\_

Sole proprietorship/partnership/corporation \_\_\_\_\_

If corporation, state of corporation\_\_\_\_\_

DRAFT



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