



December 2023

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 **January 15, 2024**, no later than 4:00 PM for the following:

Boardman Lake Loop – Rotating Art Exhibit Zone

If the specifications are obtained from the Arts Commission's website link at: 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 accepted.

If you have any questions, please contact Harry Burkholder, Downtown Development Authority Chief Operations Officer & Arts Commission Liaison, at 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

Project Intent

The purpose of this RFQ is to select an artist(s) to create, fabricate and install public art along the Boardman Lake Loop Trail, at the city's rotating art exhibit zone for a period of 2-years. The art installation will serve to enhance the experience of the trail user as well compliment and add interest to a busy trail node. In addition, the art installation will serve to advance public art in Traverse City and help enrich the cultural and aesthetic quality of life in Traverse City.

Project Background & History

The Boardman Lake Loop Trail is a 4-mile non-motorized pathway that wraps around Boardman Lake, just south of Downtown Traverse City. Over the last several years, the Arts Commission, in partnership with TART Trails, Inc. (the regional non-profit organization who worked to help build and support the Boardman Lake Trail) has worked to install art along the trail, including at the trailheads of 10th and 16th Streets (note: TART Trails has worked independently of the Arts Commission to install art at other locations along the trail). In addition, the Arts Commission has worked to commission and install two different art installations at the rotating art exhibit zone.

The rotating art exhibit zone is located just south of the Riverine Apartment Complex and at the bottom of the hill from the 10th Street Trailhead (see Attachment A). The exhibit zone is currently home to four colorful sculptures from David Petrakovitz. Prior to this installment, the exhibit zone was home to four sculptures from Robert Sestok. This RFQ will secure the third art installation at this rotating art exhibit zone.

Project Details

The Arts Commission has dedicated \$4,000 toward the installation of art at rotating art exhibit zone (note: this includes four separate art installations at this location). There are no parameters or theme limitations for this art installation. Creativity is key. However, the art exhibit zone does include a 5'x5' concrete pad from which the art installation should be fixed. Artists may submit a new art creation or a previously fabricated art creation for consideration. The new art installation must be installed no later than May 30, 2024.





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.

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 the concrete pads 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 and maintenance 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.

Eligibility

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

Selection Process

The artist and final art will be selected by the Arts Commission. 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 Commission 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 Arts Commission Liaison 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 \$4,000 (Four-Thousand Dollars) which 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 and installation. The artist should consider the total cost (including installation) of their project when determining the scope, size and type of art submitted.

In addition, the artist will be expected to remove the art installation at the end of the two-year term, by April 30, 2026.

Timeline

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

- December 21, 2023 Call opens.
- January 12, 2024 Call closes and artists qualifications due.
- January 17, 2024 Arts Commission reviews artists qualifications and select up to (3) finalists.
- January, 2024 Site visit with selected artists
- February 16, 2024 Finalists submit final concept art and maquette.
- February 21, 2024 Art Commission selects artist
- March 2024 Art fabrication.
- May 30, 2024 No later date of installation

Maintenance

The Arts Commission will work with the selected artist to identify specific maintenance requirements for the artwork. A maintenance plan will need to be submitted by the artist and should consider seasonal cleaning of the work.

How to Apply

Artists who wish to be considered for this project must prepare and submit the following materials 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.)
7. A Maintenance Plan for the duration of the exhibit.

Contact Person

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



Artist - Please complete and return

REQUEST FOR QUALIFICATIONS SUMMARY

TITLE: Boardman Lake Loop – Rotating Art Exhibit Zone
DUE DATE: December 15, 2023

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



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 _____

City, State, Zip _____

Sole proprietorship/partnership/corporation _____

If corporation, state of corporation _____

**Attachment A.
Map Rotating Art Exhibit Zone**



Current Petrakovitz Sculptures

