

Request for Qualifications – Illuminate Indianola

The City of Indianola (City) seeks qualified light-based artists and designers to submit written Statements of Qualifications (SOQs) for the commission of Illuminate Indianola, a project in “Buxton Alley”, located on the Square between 111 and 115 N Buxton Street.

Eligibility:

This opportunity is open to all professional artists over the age of 18. Applicants must reside within the Midwest. Artists who apply must have significant experience in light-based design, have a background in community-based public art projects that intersect with public infrastructure, and must be able to integrate hands-on community participation, from design to execution.

Deadline: August 12, 2024 at 2:00 p.m. central time.

Questions: Arts@indianolaiowa.gov or Jackie Raffety, jraffety@indianolaiowa.gov. All questions must be submitted in writing and received by July 26, 2024, at 2:00 p.m. central time. No telephone calls will be accepted.

Budget Description:

Up to three finalists will be selected to develop design concepts for this project. The total project budget for the selected commission is \$50,000 for the artwork, research, design, engineering, materials, fabrication, transportation, shipping, installation, insurance and taxes. The selected artist(s) will be responsible for their own travel costs, materials, housing, and personal liability insurance when installing the mural. The selected artist(s) will also be responsible for applying an appropriate primer, UV sealant, and anti-graffiti coating to the walls/mural surface.

Project Details:

The City of Indianola, through its Public Arts Commission (IPAC), is sending out a Request for Qualifications to select an artist, or create a shortlist of artists, for a lighting-based public art project that includes a mural. The project site is in the Indianola Square, an area that continues to undergo revitalization and has experienced tremendous progress since the onset of this movement. The Indianola Public Arts Commission desires public art to encourage tourism to the downtown district and welcome those who call Indianola home.

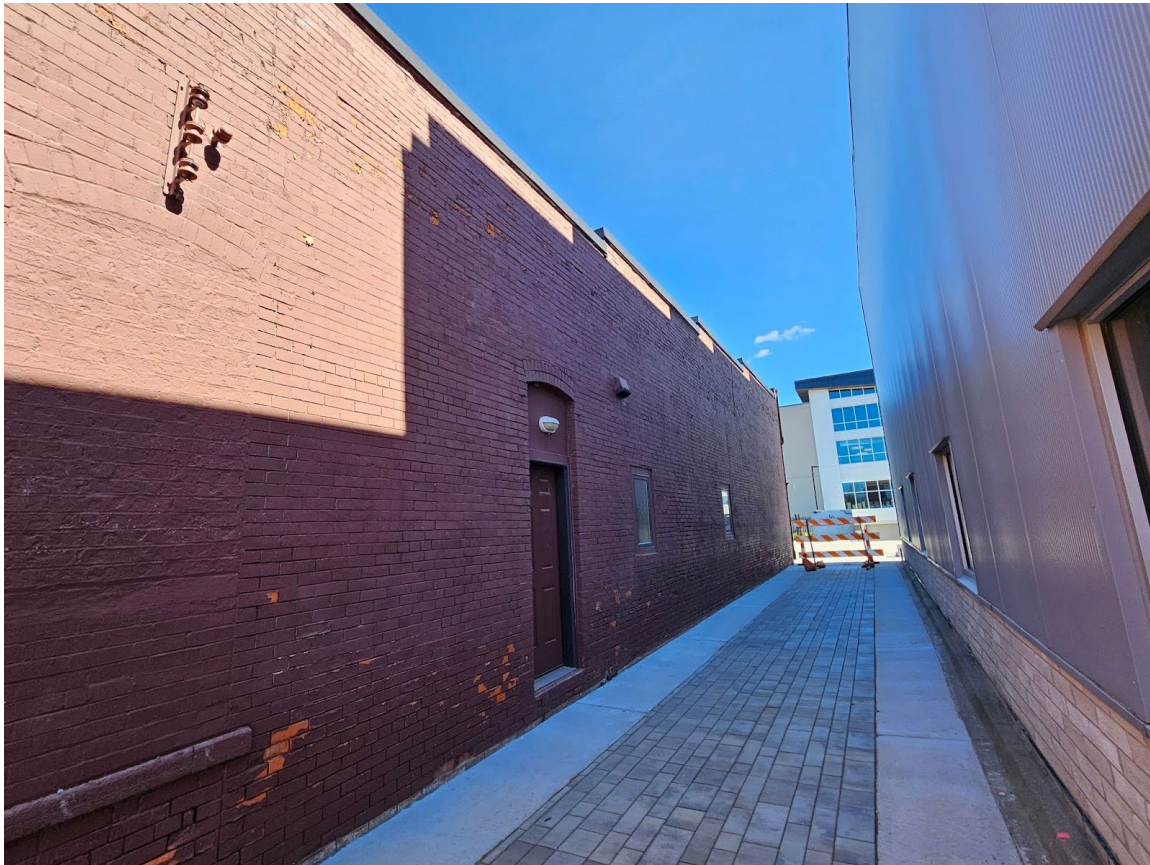
The project will be located on the walls of a future retail site and a business that offers financial services. The alley is narrow and currently has no lighting. One wall is clad in heavy steel panels (to which things can be attached) and the other wall is unpainted brick. The alleyway is awaiting creative, artistic lighting/sculpture/mural that stands out as a work of art, but also as a pathway lighting for safety between the Square and the parking lot behind the stores. The art project should enhance the connection of parking areas to businesses and become a cultural corridor. The lighting may be overhead, side, ground or freestanding and may be sculptural and/or attached to the wall or in combination with painted mural walls.

Just two blocks away, “Wonder on Buxton” is being installed to showcase the history of Indianola. The lighting project should also complement other murals in and around the Square.

Overall, it is important the project design reflects the heart of Indianola, encourages visitors to experience all the city has to offer, and welcomes everyone who gazes upon it.

Mural Site:

The alleyway is approximately 120 feet from the sidewalk to the parking lot. The walkway surface has already been replaced and upgraded by the City of Indianola in an attractive brick pattern.





Selection Criteria:

The Indianola Public Arts Commission will review the qualifications of applicant artists based on the following criteria:

- Ability to develop and implement lighting design concepts and/or painted murals in durable and/or permanent materials suitable for public and/or outdoor environments, and which require minimal to no maintenance.
- Administrative capacity to responsibly and effectively manage the resources involved in completing an art installation on time, within budget, and in compliance with all applicable codes, ordinances, and contracts. This may include, but is not limited to the following:
 - Proposing and adhering to practicable project budgets, timelines, production materials and installation methods
 - Subcontracting to properly credentialed professionals such as architects, structural engineers, draftsmen, fabricators and installers.
 - Carrying all insurance required by applicable laws, codes, ordinances and contracts.
 - Securing all necessary permits and approvals.
 - Coordinating with all applicable city, county, and state-level departments and stakeholders.
- Artistic excellence as demonstrated in 10 digital images of the artists' previous work.
- Evidence of working in the mural field on large masonry and metal surfaces.
- Experience working on collaborative community projects.

- Experience working on large scale projects.
- Willingness to meet all contractual guidelines.
- The use of content appropriate for all audiences.

For the purposes of this RFQ, a professional artist is defined as someone who:

- Has a minimum of two-years of experience in professional light-based art, if submitting an RFQ for illuminated art
- Has a minimum of two-years' experience in mural based art, if submitting an RFQ for painted art
- Has specialized training in the field of light-based art (not limited to academic training)
- Has demonstrated success in the arts through the creation of high-quality work, especially that which is well-suited for public spaces
- Is recognized as a professional by peers working in the same discipline and other experts in the field.
- Is not enrolled in an undergraduate or graduate course of study in visual arts

For the purposes of this RFQ, an artist team:

- Is two or more professional artists (as defined above) and/or technical professionals in a related field collaborating in the creation of joint work.
 - The artist team can include one artist experienced in lighting and one artist experienced in murals.
- If the team has worked together, please demonstrate a body of joint work.

After the Arts Commission has reviewed the RFQs, a shortlist of artists will be created. Those artists will be asked to submit proposals, give a presentation, and participate in an interview for the mural site. Artists will be compensated for their proposals.

A particular concept is not required at this time; however, in the letter of interest it will be important to describe why you are interested in this project, how you have interacted with the public for public art in the past, and why or how your work would be appropriate for this location.

Insurance Requirements:

The selected artist(s) must supply all required insurance documents and submit a general contract form prior to beginning work. The City of Indianola will provide an insurance checklist detailing each required insurance item, including but not limited to a \$1 million/occurrence general liability policy and additional insured endorsements for the City of Indianola for both ongoing and completed operations.

Submission Guidelines:

Submit a digital portfolio at ([Illuminate Indianola RFQs](#)) and include:

- Cover letter/letter of interest, not to exceed two pages.
- Resume, not to exceed four pages.
 - The resume should provide a summary of the professional experience the artist(s) have with lighting-based art projects, including how that experience qualifies for upcoming opportunities.

- If applying as a team, include a description of your collaborative history and process.
 - If applying as a team, include a resume for each artist.
- 10 digital images of previous original artwork for which you have the copyright; images should be clearly titled and numbered.
 - Images of work or projects by others for which the applicant(s) played a supporting role are not allowed.
 - Do not submit more than 2 images of the same work.
 - If applying as a team, submit 3 images from each team member and 3-5 images of joint work.
- Image list that includes the image number, title, project title, year, and budget amount for the artwork.
- Contact information for three (3) professional references.

The Indianola Public Arts Commission will notify you by e-mail when your submission is received, and everything is found to be in order. Failure to comply with the instructions of this RFQ may be cause for rejection of the non-compliant submittal.

Anticipated Timeline:

Deadline for submission of questions about the project: July 26, 2024 at 2:00 PM

Addendum to RFQ issued with answers to submitted questions: August 2, 2024

Deadline for submissions: August 12, 2024 at 4:00 PM

IPAC Selection of Finalists: August 15-20, 2024

Notification of finalists and invitation to interview/present/submit: August 21, 2024

Final design submission: September 20, 2024

Presentation/interview: Week of September 23, 2024

Final artist selection: Week of September 30, 2024

Installation period: April 2025 – September 2025

GENERAL TERMS AND CONDITIONS

Confidentiality

Consistent with the City of Indianola’s practice of making available all information submitted in response to a public procurement, all submissions, any information, and documentation contained therein, any additional information or documentation submitted to the City as RFQ for Public Art Lights part of this submission, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the Freedom of Information Act. However, applicants may designate those portions of the submission which contain trade secrets or other proprietary data ("Data") which applicant desires to remain confidential.

To designate portions of the submission as confidential, applicant must mark each sheet or image to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this RFQ."

All submissions to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Applicant agrees not to pursue any cause of action against the City to disclosure of information.

Artists/ Artists Teams acting as an individual, professional Artists Teams, or other legal entity, is of professional status, licensed to perform in the State of Iowa and the CITY OF INDIANOLA for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the City. It is also understood that all reports, information, or data prepared or assembled by the Artist pursuant to this RFQ may be made available to any individual organization, under the Freedom of Information Act (FOIA). The Respondent shall be financially solvent and each of its members shall be competent to perform the services required under this RFQ document.

No Liability for Costs

The City is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the RFQ process, including but not limited to costs associated with preparing the submission and of participating in any conferences, site visits, oral presentations or negotiations.

The City of Indianola reserves the right to accept or reject any or all quotes and the right to add or deduct any specific requirements and associated costs from the selected proposal, to waive irregularities, and to award in the best interest of the City of Indianola. Proposals will be considered only in their entirety. A copy of the contractor's liability must be received and approved before awarding the contract.

Any alteration or deviation from the above specifications, including but not limited to any such alterations of deviation involving additional material and/or labor costs, will be executed only upon written order for same, signed by both parties.

In addition, the following general provisions apply:

1. All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws.
2. The contractor shall provide a description of the work to be done and a description of materials to be used and the equipment to be used or installed, and the agreed consideration for the work.
3. To the extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work.
4. Contractor may at its discretion engage sub-contractors to perform work hereunder, provided Contractor shall fully pay said sub-contractor and in all instances remain responsible for the proper completion of the project.
5. The contractor shall furnish appropriate releases or lien waivers for all work performed or materials provided at the time payment shall be due.
6. All change orders shall be in writing, signed by both parties, and shall be incorporated in, and become part of the agreement.

7. Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury because of the acts of Contractor or its employees or sub-contractors.
8. The contractor shall at its own expense obtain all permits necessary for the work to be performed.
9. The contractor agrees to remove all debris and leave the premises in broom clean condition.
10. Contractor warrants all work for a period of months following completion (Contractor should specify length of warranty).