

ARTIST CALL FOR QUALIFICATIONS

APPLICATION DEADLINE: April 26, 2023, at 1 pm MST

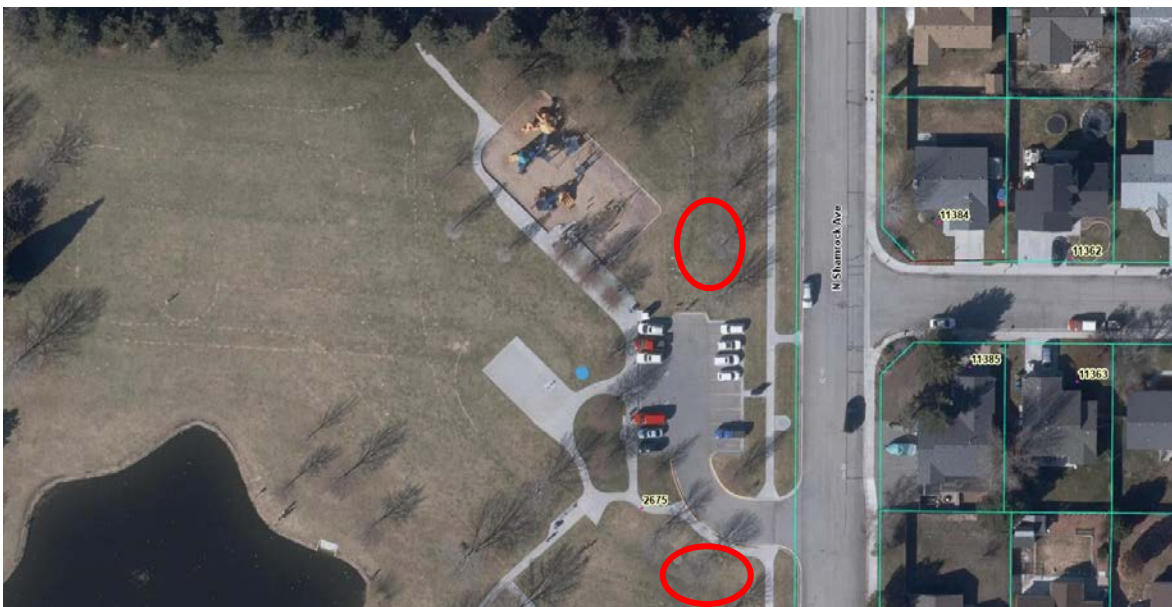
ARTIST BUDGET: \$100,000

TOTAL PROJECT BUDGET: \$140,000

Ustick/West Valley Neighborhood Public Art Project

Opportunity

The Boise City Department of Art & History invites artists or artist teams to submit qualifications and concepts for artwork to be selected and installed in Boise's West Valley/Ustick Neighborhood at Redwood Park. One artist, or artist team, will be selected and awarded a \$100,000 contract to design and fabricate a new



Aerial view of Redwood Park. Public Art site indicated by red circle.

public artwork. The selected artist will design and fabricate an iconic and meaningful artwork that embodies the identity of Boise's West Valley/Ustick Neighborhood.

Up to three (3) finalists may be selected from this Request for Qualifications and may be invited to Boise for a site visit and interview process. These finalists will be

offered a stipend of \$2,000 for a more detailed proposal which will be discussed with the finalists.

The city intends to award the contract to one artist or artist team; however, the city reserves the right to award to more than one applicant.

Project Vision:

The site location for this project is Redwood Park: 2675 Shamrock St., Boise, Idaho (pictured above). The park features open play areas, a walking path, fishing pond, picnic benches and a playground. Redwood Park is nestled in a residential area and hosts the West Valley Neighborhood's *Ustick in Bloom* event. This popular community celebration, held in June, features live music, food, local artisans and vendors, community kids' activities and raffle prizes.

The selection committee has developed some shared thoughts on the identity of their community that they would like to share for artists consider:

1. Nostalgia
2. A neighborhood/community trying to redefine its identity amid rapid urban development. Acknowledge this tension between its past and future
3. Desire to honor the history of this neighborhood/community
4. Desire for iconic, yet approachable public art, possibly with interactive elements
5. A community anchored by their roots, but inspired by opportunities for growth
6. The park is high traffic, used by neighbors for meeting spots, dog walks, and has a bike path at one edge

Budget

The selected artist(s) will be provided a \$100,000 contract to formalize the design, fabricate, and transport the work to the site. Project administration, site preparation, and installation of the work will be coordinated and managed and paid for by the City of Boise for a combined project total of \$140,000.

Eligibility

This opportunity is open to established artists residing in the United States. Idaho artists are strongly encouraged to apply. Artists must be at least 18 years of age. Boise City Department of Arts & History does not discriminate in its programs and

activities on the basis of race, religion, national origin, sex, age, sexual orientation, gender identity and/or disability.

About the Ustick/West Valley Neighborhood

The Boise Valley is the traditional, ancestral, and unceded territory of the Shoshone, Bannock, and Northern Paiute peoples. Prior to Euro-American settlement, the land was sagebrush desert. In the late 1880s, construction began on a canal to transport water to land on the south side of the Boise River. After its completion, *Settlers' Canal* opened the area up for agricultural development. Dr. Harlan P. Ustick established the village of Ustick after coming to Boise around 1892 to practice medicine. He initiated and participated in the city's first gas lighting plant and "The Interurban" trolley car system which ran from Caldwell to Boise. As an experienced horticulturist who owned apple and prune orchards in the Ustick area, he helped establish the Idaho Horticulture Society.

The village of Ustick was home to some of the largest apple orchards in the Pacific Northwest and served as an important site for processing and canning. The Manville Cider and Vinegar Company and the Wood Vinegar Company were both based near the Ustick townsite. Among the notable buildings were First Bank of Ustick (located across Main Street), Ustick School which opened in 1909, and Ustick Baptist Church which was a hub for the social and civic needs of the new community.



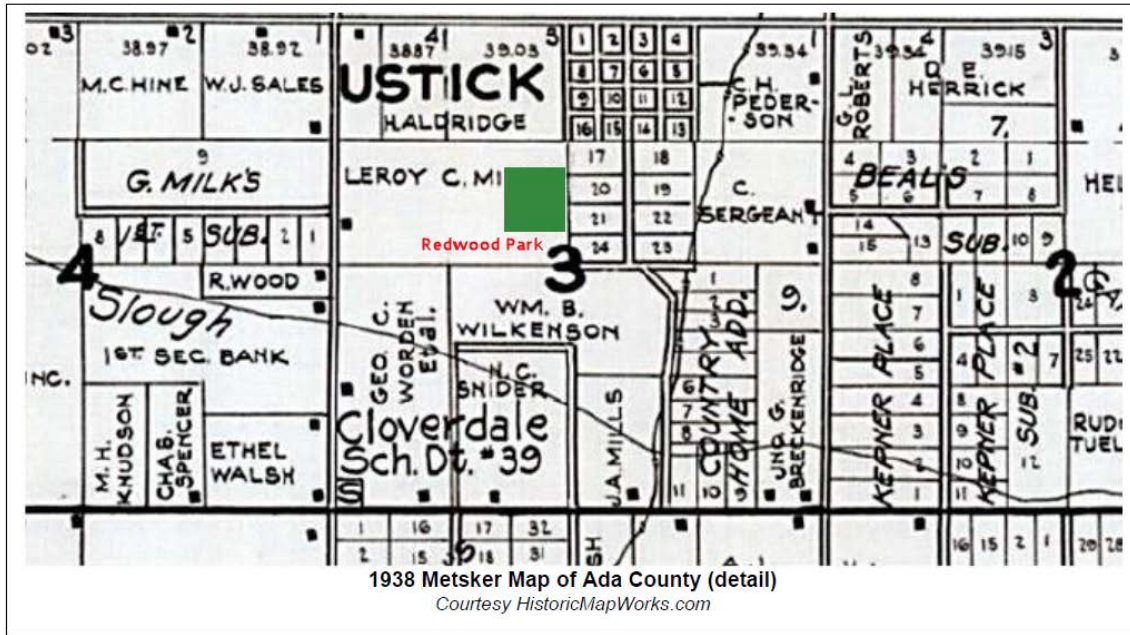
Ustick High School group, date unknown;
Courtesy of City of Boise Archive



Ustick Mercantile, date unknown;
Courtesy of City of Boise Archive

After World War II, the small village was absorbed by suburban growth. Today, efforts are underway by Ustick residents to revitalize the neighborhood and celebrate the area's history. Their vision includes a re-birth of this once thriving community by working with Boise City and community partners to re-create a

pedestrian friendly neighborhood in which West Boise residents can once again connect and commune. Redwood Park (indicated as a green square below), is located adjacent to the original Ustick Plat location, and is a 7-acre neighborhood park located near Ustick Road between North Five Mile and Cloverdale in West Boise.



The West Valley Neighborhood Association was incorporated in 1994. Since that time the association has partnered with Boise City through the Neighborhood Reinvestment program to fund neighborhood projects including streetlights, park playground improvements, establishing bicycle paths, developing an urban garden and park, development of a wetlands refuge, improvements to historical areas, community meetings and social gatherings. This project is funded by the Neighborhood Reinvestment program and the City of Boise’s Percent for Art Ordinance.

Anticipated Project Timeline

Call to Artist Released	March 15, 2023
Application Workshop – optional at 3 pm, MST	April 13, 2023
Questions/Clarifications due via Jaggaer Q&A Board by 5 pm, MST	April 19, 2023
Application Deadline due by 1 pm, MST (late applications will not be accepted)	April 26, 2023

Selection Panel and Finalists Notified	Early May, 2023
Artists Interviews (if applicable)	May, 2023
Final Artist Selection and Contract Signed	May, 2023
Initial Design Discussion	May, 2023
Conceptual Design Delivery and Review	June, 2023
Final Design Delivery and Review (including construction package and engineer approval)	July, 2023
City Approvals (A&H, Commission, Council)	August, 2023
Fabrication of Artwork	September – December, 2023
Delivery of Finished Work for Installation	2024
Installation	2024
Closeout	2024

This timeline is intended to provide applicants a loose framework for project phase expectations. The timeline, with exception to dates relating to the call-to-artists, are subject to change based on the approval process and needs of the overall project.

Selection Criteria and Process

Submitted applications will be reviewed and scored by a selection panel consisting of community stakeholders from the Ustick neighborhood, Arts & History Commissioners, City Council, Boise Parks and Recreation, and a local artist. We encourage innovative ideas and diverse use of media/materials. Criteria for jurying applications may include, but are not limited to:

1. Detail and completeness of application
2. Evidence of artist’s ability to follow through with fabrication and meet deadlines
3. Quality of concept
 - a. Overall aesthetic of proposed artwork
 - b. Appropriateness for outdoor public display
 - i. Must be of suitable scale
 - ii. Must be able to withstand the elements and normal wear and tear experienced by public art in an outdoor setting
 - iii. Must be able to withstand pedestrian contact and interaction
 - c. Safety
 - d. Tourism and marketing potential
 - e. Compatibility with project vision
 - i. Nostalgia
 - ii. Redefining community identity amid urban development



- iii. Honoring the history of the community and neighborhood
- iv. A desire for iconic, yet approachable public art (possibly with interactive elements)
- v. Representing a community anchored by roots but inspired by opportunities for growth
- vi. Appropriate for high traffic area

The scoring rubric used by the selection panel is included as Attachment: Exhibit A Scoring Rubric.

Application Requirements and Process

Application deadline is April 26, 2023, at 1 pm MST.

Questions & Clarifications must be submitted to Purchasing Staff by April 19, 2023, via the Q & A Board in Jaggaer.

APPLICATION INFORMATION

All applications must be submitted through Jaggaer, a digital procurement platform.

Solicitation Number: RFQ2023-015

Project Name: Ustick/West Valley Neighborhood Public Art Project

Application Deadline Date: April 26, 2023, at 1pm MST

Statement on Diversity, Equity and Inclusion

Boise City Department of Arts & History does not discriminate in its programs and activities on the basis of race, religion, national origin, sex, age, sexual orientation, gender identity and/or disability. We encourage persons with disabilities and those who require language assistance to participate in its programs and activities. If you anticipate needing an accommodation, please contact Jennifer Yribar, 208-608-7051 or email jyribar@cityofboise.org, as soon as possible, but no later than 72 hours before the application is due. To request assistance, you may also dial TTY 1-800-377-3529.

Applying via Jaggaer: Electronic applications can be viewed on the City of Boise’s Purchasing website (<https://www.cityofboise.org/departments/finance-and-administration/purchasing/bids/>). Applications must be submitted through this page. After uploading your application, Applicants are encouraged to verify the successful upload of the document.

Jaggaer Registration Instructions:

In addition to completing the application requirements, applicants must initially register in Jaggaer with a vendor account before beginning their application.

1. Access the City of Boise Vendor Portal here:
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=CityofBoise>
2. Follow the registration prompts – **only starred fields are required.**
 - a. Legal Company Name (this can be your name)
 - b. First Name, Last Name
 - c. Phone Number



- d. Time Zone
 - e. Email
 - f. Password
3. You will be re-routed to your email to complete registration
 4. Log in to your account and from the homepage, navigate to “Manage Registration Profile”
 5. Under the “Business Details” tab, include these commodity codes to your profile, as well as any other relevant codes: **961-04 (Artists), 918-86 (Public Art) and 962-07 (Arts Services, Cultural)**.
 6. Complete “Addresses” tab
 7. Complete “Contacts” tab, with your main contact as “Sales”
 8. Complete “Certify & Submit” tab

All applications must be submitted before the application deadline. In the event of a technology failure, the City reserves the right to accept all applications submitted and electronically time stamped prior to application deadline. The City will require application receipt documentation to be on file as proof of timely submission. Applicants are encouraged to confirm the successful up-load of their application document. The City will not accept applications submitted after the scheduled application deadline.

Applications will NOT be accepted by mail, fax, or in person.

It is the Applicant’s sole responsibility to timely submit their application by the scheduled deadline date and time.

Applicants are responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of Boise City and will not be returned.

APPLICATION WORKSHOP

An Application Workshop will be held April 13, 2023, at 3:00 pm MST, virtually via Microsoft Teams. At the workshop, staff will review the application process, discuss the process for design, fabrication and installation, and answer any questions applicants may have. This is the only opportunity to speak directly with Arts & History staff. Inquiries at any other time must be submitted in writing to Purchasing Staff via the Jaggaer Q&A Board. Attendance is strongly recommended but not required.

AMENDMENTS

In the event it becomes necessary to revise any part of this RFQ, amendments will be issued. Information given to one Applicant will be available to all other Applicants if such information is necessary for purposes of submitting an application or if failure to give such information would be prejudicial to uninformed Applicants. It is the Applicant’s responsibility to check for amendments prior to submitting an application. Failure to do so may result in the application being declared non-responsive. No amendments will be issued fewer than three (3) business days before the application deadline unless the deadline is extended.

REQUIRED CONTENT, EVALUATION, AND SELECTIONS

The application format explained below is meant to allow uniform review and easy access to information by the Selection Panel. Applications not conforming to the requested format or not in compliance with the specifications will be considered non-responsive. The applications are to be clear and to the point.



Applicants are invited to include information about innovative methods and/or ideas which they can provide to achieve successful results for the artwork and the urban park project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, Applicants should include a description of qualifications to serve as an Artist.

APPLICATION CONTENT

The application must contain the following information in the sequence set forth below. Applicants will be ranked according to the articles below, with points applied per article (100 points total – see scoring rubric for full point breakdown):

1. **Initial Application Questions** (pass/fail)

Name:
Pronouns:
Artistic Medium(s):
Address:
City/ State/ Postal Code:
Phone:
Email:
Social Media:
Website:

2. **Letter of Interest/Ability to Provide** (10 points)

Include a one-page letter addressing why you're interested in this opportunity and your related experience or qualifications. Describe how the Applicant would approach a project of this scale and complexity. Explain your ability to deliver the level of quality desired within the project's timeframe.

3. **Resume/Prior Experience** (15 points)

Include a detailed, one-page resume of the Artist's qualifications and past experience.

4. **References Contact Sheet** (pass/fail)

Applicants must provide at least two (2) current references who are familiar with the quality of the artwork created by the Applicant. References must be able to verify Applicant's ability to comply with the requirements of this application. Failure to provide references may be grounds for disqualification. Before a contract is awarded, the City will conduct reference check as is necessary to evaluate and determine the performance record and ability of the top ranked Applicant(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting an application, you authorize the City to conduct reference interviews as needed.

REFERENCE ONE

Name of Reference:
Email:
Phone:
Address:

REFERENCE TWO

Name of Reference:
Email:
Phone:
Address:



City/State/Zip:
Affiliation:
Years Known:

City/State/Zip:
Affiliation:
Years Known:

5. Examples of Past Artwork (25 points)

Provide three (3) examples of your completed artwork that demonstrate your ability to best meet the desired outcomes of this RFQ. Examples can be provided in photo or video form and must adhere to the follow standards: Images files must include the artwork title in the file name, are not to exceed 300dpi and 10” on the longest side, video files are not to exceed 2 minutes in duration. List details including title, type of work, materials used, and date finished in the table provided.

Example #1	Title:
Type of Work:	
Materials Used:	
Date Finished:	
Affiliation, Additional Information or Comments	

Example #2	Title:
Type of Work:	
Materials Used:	
Date Finished:	
Affiliation, Additional Information or Comments	

Example #3	Title:
Type of Work:	
Materials Used:	
Date Finished:	



Affiliation, Additional Information or Comments	
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6. Artwork Concept (50 points)

Provide a visual concept and a detailed written description for your artwork idea. Concepts should be PDF, JPEG, or word DOC format. Please remember that because these concepts are uncompensated, provide just enough to illustrate the proposed artwork, bolstered by a detailed description. Descriptions must include all intended materials, general dimensions, anticipated weight, working title, and any other pertinent information, including appropriateness for outdoor public display, safety, tourism and marketing potential, and compatibility with project vision (see scoring rubric for full criteria and scoring breakdown) Finalists will be compensated for the interview process and for refining their concepts.

Full scoring rubric and criteria included in Exhibit A.

EVALUATION OF APPLICANT

In determining the best qualified Applicants, City of Boise will consider all acceptable applications on a basis consistent with this RFQ. A selection committee will rank all eligible applications directly from the evaluation process and basis of qualifications identified in this document. The selection committee may include representatives from: Boise City Arts & History Commission, City Council, a local artist, Boise Parks and Recreation, and neighborhood representatives. Once the initial ranking is complete, the City of Boise may invite up to three (3) of the highest ranked Artists to participate in an interview. Should any of the selected artists not be available at that time, the City may invite the next ranked qualified Applicant(s) to interview. During the interview, the selection committee will further evaluate the performance record, the ability of the Applicant to perform the work, and the quality of the service being offered. Applicants will be compensated for refining their proposals and participating in the interview stage. Initial scoring will be adjusted based upon interviews resulting in a final ranking. The highest ranked Artist will be recommended for selection.

The City may conduct reference checks by contacting references submitted by the Applicants. In addition, the City may contact references not listed by the Artist. The information obtained for the reference checks may impact the scores assigned by the selection committee.

QUALIFICATION BASED SELECTION

The City of Boise reserves the right to reject any and all applications, to waive any irregularities in the applications received and to accept the applications that are in the best interest of the City. Boise City is an Equal Opportunity Employer. The City of Boise is exempt from Federal and State taxes and will execute the required exemption certificates.

QUESTIONS & CLARIFICATIONS

Submit any questions or requests for clarifications by or before April 19, 2023, 5:00 pm MST to Purchasing Staff via the Jaggaer Q&A Board.





EXHIBIT A: Scoring Rubric

Using the criteria on the left, score in the column to the right **according to the scale provided** (ex. Pass/Fail, 0-5). Use Poor, Weak, Good, Very Good, and Excellent as guides when scoring and remember to be as consistent as possible. Any scored section(s) in which an Applicant did not provide a response, will receive 0 points in that section.

Completeness of Application (10 Points Available)							
Signature Page Score: P/F	FAIL					PASS	
Letter of Interest Score: Up to 10	1 – Poor (2 Points)	2 – Weak (4 Points)	3 – Good (6 Points)	4 – Very Good (8 Points)	5 – Excellent (10 Points)		
	Letter of interest is incomplete.	Letter of interest lacks important details.	Letter of interest is complete but not detailed.	Letter of interest is complete and thorough.	Letter of interest is complete and extremely detailed.		
Evidence of Follow Through (40 Points Available)							
Resume Score: Up to 15	1 – Poor (3 Points)	2 – Weak (6 Points)	3 – Good (9 Points)	4 – Very Good (12 Points)	5 – Excellent (15 Points)		
	Resume is incomplete.	Resume lacks important details.	Resume is complete but not detailed.	Resume is complete and thorough.	Resume is complete and extremely detailed.		
Reference Contact Sheet Score: P/F	FAIL					PASS	
Past Work Score: Up to 25	1 – Poor (5 Points)	2 – Weak (10 Points)	3 – Good (15 Points)	4 – Very Good (20 Points)	5 – Excellent (25 Points)		
	No evidence of prior experience	Some evidence of prior experience.	Some evidence of prior work and proof of success.	Ample evidence of prior work and proof of success.	Significant evidence of prior work and proof of success.		
Quality of Proposal (50 Points Available)							
	1 – Poor	2 – Weak	3 – Good	4 – Very Good	5 – Excellent		

Overall Aesthetic Score: Up to 15	(3 Points)	(6 Points)	(9 Points)	(12 Points)	(15 Points)
	Not aesthetically pleasing.	May be aesthetically pleasing to some.	Aesthetically pleasing to most.	Aesthetically pleasing.	Aesthetically pleasing and iconic.
Appropriateness for Outdoor Public Display Score: Up to 10	1 – Poor (2 Points)	2 – Weak (4 Points)	3 – Good (6 Points)	4 – Very Good (8 Points)	5 – Excellent (10 Points)
	Material will not withstand exposure (elements, wear and tear, public contact).	Material may withstand exposure for a limited amount of time.	Material is structurally sound and will withstand exposure for a reasonable amount of time.	Material is structurally sound and will withstand extended exposure.	Material will withstand extended exposure and has strong interactive elements.
Safety Score: Up to 10	1 – Poor (2 Points)	2 – Weak (4 Points)	3 – Good (6 Points)	4 – Very Good (8 Points)	5 – Excellent (10 Points)
	Artwork poses significant safety concerns.	Artwork poses safety concerns that will require significant adjustment.	Artwork poses minor safety concerns that will require minor adjustment.	Artwork does not pose safety concerns.	Artwork does not pose safety concerns and features interactive elements.
Tourism and Marketing Potential Score: Up to 5	1 – Poor (1 Points)	2 – Weak (2 Points)	3 – Good (3 Points)	4 – Very Good (4 Points)	5 – Excellent (5 Points)
	Artwork does not lend itself to public interest, marketing, or tourism.		Artwork could have some public interest, marketing, or tourism potential.		Artwork likely to evoke strong public interest, marketing, or tourism potential.
Compatibility with Project Vision Score: Up to 10	1 – Poor (2 Points)	2 – Weak (4 Points)	3 – Good (6 Points)	4 – Very Good (8 Points)	5 – Excellent (10 Points)
	<ol style="list-style-type: none"> 1. Nostalgia 2. A neighborhood/community trying to redefine its identity amid rapid urban development - proposal acknowledges this tension between past and future 3. Honors the history of the neighborhood/community 4. Iconic, yet approachable public art, with interactive elements 5. A community anchored by their roots, but inspired by opportunities for growth 6. Located in a high-traffic park 				



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TOTAL:

