Request for Qualifications

Artist Opportunity
VETERANS AND FIRST RESPONDERS MEMORIAL
REDWOOD CITY, CA

Release Date: 1/23/2024

Applications are due and must be received

by 3/25/24 at 5pm PDT
PROJECT OVERVIEW

The County of San Mateo County (County) is seeking to commission a local experienced public and/or outdoor Artist or Team of Artists to design a Memorial honoring the County’s veterans and first responders. As part of the redevelopment of County Center, the Memorial will be placed between 400 & 455 County Center, Redwood City, CA 94063.

GOOGLE MAPS LINK TO LOCATION (round space behind tree)

SEE “ATTACHMENT A” FOR PHOTOS AND DIMENSIONS OF THE MEMORIAL SPACE

BUDGET

An artist’s fee of $200,000 is available for this project. Artists are responsible for providing all materials and equipment required to complete this project.

REQUIRED QUALIFICATIONS:

As we are only seeking qualifications at this time, the selected finalists will work with the County's project team on further development of concepts. To be considered for this Request for Qualifications, the Artist or Team must meet the following criteria:

- **THE ARTIST MUST RESIDE IN ONE THE 9 BAY AREA COUNTIES:** Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties.
- Experienced in design and installation of artwork in the public realm.
- Be a practitioner in the arts with an original, self-conceptualized body of work with serious intent and ability.
- Ability to furnish all supplies, materials and equipment necessary for the design and installation of the artwork
- Strongly encouraged to have experience working with substantial budgets of $50,000 or more.
- Willing to work collaboratively with government staff and other stakeholders in a professional manner.

NOTE: Artists of color and BIPOC, women, gay/lesbian/transgender/non-binary, and members of historically marginalized groups are strongly encouraged to apply.

PROJECT BACKGROUND AND ARTISTIC GUIDELINES

This project supports the County of San Mateo’s commitment to increasing public art within the County with the purpose of:

- Creating a Memorial Space for visitors to County Center to **PAUSE, REFLECT, AND HONOR** the service of Veterans and First Responders of San Mateo County.
- Providing diverse and meaningful art in-and-around County Center to evoke emotion and engage the public.
PROJECT’S PROCESS GUIDELINES

- The selected artist/team will collaborate closely with the County Office of Arts and Culture, Arts Commissioners, the Public Development Unit, the Veterans and First Responders Memorial Committee (Committee), and community stakeholders.
- Refer to ATTACHMENT A for the location and images of the Memorial.

ESTIMATED TIMELINE

- RFQ Open and advertised to artists: 01/23/24
- Deadline for RFQ Applications: 3/24/24
- RFQ Applications reviewed: week of 4/1
- Finalists notified: 4/8/24
- Deadline for finalist’s conceptual design due: 4/29/24
  Further deadline to be developed upon acceptance

REVIEW AND SELECTION PROCESS

RFQ Selection Process

- A selection committee (Jury) comprised of the County Office of Arts and Culture, Arts Commissioners, the Public Development Unit, the Veterans and First Responders Memorial Committee (Committee), and community stakeholders will review all Request for Qualification submittals and rank based upon the selection criteria outlined below.
- Jury will select up to five (5) finalists from Request for Qualification submittals.

RFQ Selection Criteria and Ranking The RFQ materials will be ranked on the following:

- Experience in large scale commissioned installations.
- Quality of work based upon portfolio submissions.
- Ability to complete the project on a specified timeline and within the budget.

Finalists (individuals and teams) will be selected based on the following criteria:

- Professional and artistic qualifications and standards of excellence, creativity and originality of style as demonstrated in materials submitted, as well as appropriateness of applicant’s style to the project.
- Demonstrated ability to work collaboratively with County project managers in a design-team context.
- Previous experience as it relates to the project goals, setting, scale, and scope.
- Experience working collaboratively and with a variety of stakeholders
- Demonstrated ability to undertake and successfully execute the work in accordance with the project schedule, in a professional manner, and within the project budget.
- Experience with creation of site-specific, large scale permanent public art.
- Ability to spend time in Redwood City for research and conceptualization.
RFP Process (for the selected finalists)
• Finalists will receive a packet of specifications regarding site locations, design criteria and any design limitations or requirements.
• The finalists will be requested to submit a conceptual idea for consideration.
• In-person presentations are preferred but remote will be permitted.
• Each of the selected finalists will receive a stipend of $1,000 for design fees following the submission and presentation of a design proposal. This proposal will become the property of the County.
• A panel will select the final proposal and enter into a contract with the selected Artist/Team. This proposal will become the property of the County.
• The County reserves the right to terminate negotiations with any artist should it be in the County’s best interest.

Finalist Interviews
• Staff will invite the selected Artists to attend an interview with the Panel to present their artistic ideas for the memorial. The Artist’s/Team’s presentation must include:
  o Rendering of the work
  o Artist statement and detailed description of artwork
• After the interviews, the Panel will select one Artist/Team to receive the commission and contract for the project.

VETERANS AND FIRST RESPONDERS’ MEMORIAL—APPLICATION FOR ARTISTS

Please submit the following information and materials:

1. Completed Application Form (BELOW Page 8).
   • Letter of Interest (not to exceed two pages) describing individual artist’s or team’s interest in this project and relevant experience. A description of how Artist/Team’s work experience relates to this project and approach to schedule and budget management.
   • Professional Resume of no more than three pages per individual, emphasizing relevant experience.
   • Sample budget and sample timeline from a project of similar scale and scope.
   • A list of three professional references, preferably from previous similar projects, with email and phone contact information.
   • Optional: up to four relevant reviews, articles, essays, etc.

2. Six (6) images minimum, ten (10) images maximum, in PDF format of the artist’s past and current work
   • An annotated and numbered list of past work which corresponds to the order that images are to be shown with; artist’s name; title of artwork; date of artwork; commissioning agency; project budget; subcontractors; fabricators or other design professionals with whom you worked.
Deadline
The deadline for submission of applications is March 25, 2024, 5pm PST. Applications must be received by email by the deadline.

EMAIL: mgrimes@smcgov.org

Please keep in mind this is a Request for Qualifications only, not a request for proposals or art projects. Specific artwork proposals will be developed by the artist/team once the selection/hiring process is complete.

Late or incomplete applications will not be considered
No exceptions will be made.

Acceptance of Proposals
The County reserves the right to reject all applications and/or subsequent design proposals.

Other Requirements
The Artist(s) selected shall be asked to enter into a contract with County of San Mateo (SMC) for the duration of the project. Depending on the specific scope of the project, prior to the issuance and throughout the duration of the contract, the artist may be required to maintain various types of insurance, including Automobile Liability, General Liability, Fine Arts and other insurance as required by the County.

All information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

For more information about the VETERANS AND FIRST RESPONDERS MEMORIAL, email mgrimes@smcgov.org
ATTACHMENT A
PHOTOS AND SPECIFICATIONS OF VETERANS AND FIRST RESPONDERS MEMORIAL
APPLICATION FORM

Office of Arts and Culture
ATTN: Veterans and First Responders Memorial
400 County Center, 1st Floor
Redwood City, CA 94063

Deadline for Applications: 3/25/24
By email. Incomplete or late applications will NOT be considered.

PUBLIC ART: VETERANS AND FIRST RESPONDERS MEMORIAL

Artist Name (s) ________________________________ Date ____________
Address ______________________________________
City/State ________________________________ Zip __________
Email __________________________ Website __________________
Telephone __________________________ Fax __________________

Would you like to be included on our mailing list for future announcements?
YES: ☐ Email NO: ☐

Please include the following items to ensure a complete application.

_____ Letter of Interest
_____ Professional resume
_____ Sample budget/timeline
_____ List of References
_____ Up to four relevant reviews, articles, essays, etc. (optional)
_____ 6-10 Images and annotated image list

Please tell us how you heard about this project:

_____ Email  _____ friend/artist  _____ newspaper  _____ County/OAC website
_____ Other websites  _____ Social Media  Other (please describe) __________________

All materials submitted are, to the best of my knowledge, accurate and complete.

Signature __________________________ Date __________________________


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