

# CITY OF BOSTON



## **Jamaica Plain Boston Public Library Call to Artists: Percent for Art Request for Proposals**

*Martin J. Walsh, Mayor  
Julie Burros, Chief of Arts and Culture*

## Introduction

The City of Boston, as part of a new Percent for Art program, invites artists to submit responses to this Request for Proposals for a public art project to complement the recent renovations of the Jamaica Plain Branch Library. Proposals should be submitted as written concepts; no design work is requested until the artist is selected.

**Call released:** Monday, May 8, 2017

**Deadline for responses:** Friday, June 9, 2017 (*by noon EST*)

**Budget:** \$200,000

**Eligibility:** This RFP is open to all professional artists, artisans, architects, landscape architects, or teams (hereinafter referred to as “the Artist”), with experience in public art, site responsive design, project management, and construction administration. Professionals from the Jamaica Plain neighborhood are encouraged to apply.

## Project Context

Boston Public Library, the City of Boston’s Public Facilities Department, and Utile Inc. Architecture & Planning, the design firm for the project, collaborated closely with the Friends of the Jamaica Plain Branch Library and the community at-large to design a renovated library that fulfills the needs of library patrons and visitors.

The \$10 million renovation of the Jamaica Plain Branch revitalizes the branch services and spaces, including a 20% increase in space for the community to read, browse the book collection, access computers, attend and host meetings, and participate in programming. The renovation features a 700-square foot addition facing South Street that will serve as a community reading lounge; a terrace along Sedgwick street where residents can read and mingle; multiple meeting spaces; improved and more flexible space for children, teens and adults; and a refreshed collection of 30,000 books. Other features include an elevator for full ADA accessibility to all levels, new and more efficient mechanical systems, parking for over 20 bikes, and new exterior landscaping.

## Percent for Art Timeline and Process

### Timing

The City anticipates that this project will take eight to ten months to complete. The following is a project timeline:

| <b>RFP Timeline</b>                                      |  |
|--|--|
| Monday, May 8, 2017                                      | RFP available  |
| Friday, May 19, 2017<br>12:30 - 1:30 pm                  | Walkthrough of the site (optional)<br><i>Meet at the library, 30 South Street, Jamaica Plain, MA 02130</i> |
| Friday, June 9, 2017<br><i>By noon Boston local time</i> | Deadline to respond to the RFP   |
| June 2017  | Interviews with artists (if needed)  |

|   |   |
|---|---|
| July 2017   | Artist contract awarded   |
| <b>Project Timeline (dates subject to change)</b> |   |
| August - November 2017                            | Artist develops concept and initial designs   |
| November 2017                                     | Artist presentation to the Boston Art Commission and to the Community Advisory Committee                |
| November 2017 - February 2018                     | Artist continues design and development   |
| February 2018                                     | Artist presents to the Boston Art Commission and to the Community Advisory Committee for final approval |
| March - May 2018                                  | Artwork fabrication and installation  |

**Community Engagement**

As part of the Percent for Art program, the City will form three groups to drive this project: a Community Advisory Committee, an Artist Selection Committee, and a City Working Group. These groups ensure that the necessary connections are made between the design process and the community context for the art project. The Artist will present to the Advisory Committee at least twice: once for concept feedback and once for more specific design feedback.

**Boston Art Commission**

This project is commissioned by the City of Boston via the Boston Art Commission, which must vote to formally approve the project. The Artist will meet with the Boston Art Commission at least twice: once to receive feedback on the artistic concept, and once for fabrication approval.

**Artist Responsibilities**

After the contract has been awarded, the Artist is responsible for:

- Conducting site and community research as needed
- Considering input from the public, the Boston Art Commission, the City Working Group, and the Community Advisory Committee in design development
- Incorporating design feedback from the Boston Art Commission and the City Working Group
- Creating a detailed design of the proposed artwork and associated plans (such as engineering, lighting design, site details, electrical documents, or fabrication) to be presented for final approval from the Boston Art Commission
- Fabrication of the completed work, documentation, as well as the management and oversight of all implementation and installation in coordination with the City Working Group
- Creating a maintenance plan and appropriate documentation, including final recommendations for conservation

## **Budget**

The total budget for this project is \$200,000.00. This budget includes the artist fee, fabrication, installation, documentation, and all costs associated with the project.

## **Who Should Apply | Eligibility**

This RFP is open to all professional artists, artisans, architects, landscape architects, or teams (hereinafter referred to as “the Artist”), with experience in public art, site responsive design, project management, and construction administration. Professionals from the Jamaica Plain neighborhood are encouraged to apply.

## **Project Site**

The City has identified two areas as potential sites for the artwork, however, the Artist may suggest an alternate exterior site(s). The two recommended sites (detailed in Appendix A) are:

- A. The lawn in front of the library, facing South Street
- B. The elevated planter in front of the new entrance

*Please note:*

- The artist may propose artwork that has multiple sites
- Potential locations for Percent for Art projects should be integrated into the site of the capital project, with a preference for areas that are highly visible or highly impactful because of their access to the public.
- Proposed art must consider proper clearances for Americans with Disabilities Act (ADA) access. Access to power (electric) for art may be possible but is not guaranteed, depending on location and type of art proposed.

## **How We Will Choose**

Public art projects commissioned by the City of Boston should be innovative and transformative, engage the community, enrich/enliven the urban environment, be driven by a clear artistic vision, enhance the diversity of the existing collection, respond directly to their specific environment, and possess durability appropriate to the lifespan of the work.

Artist selection will be determined by an Artist Selection Committee comprised of representatives from the Boston Art Commission and local arts professionals representing the neighborhood. The Artist Selection Committee will review proposals using the following criteria:

### **Vision of the Project**

- Does the proposal respond to the goals of the capital project and to the community values (Appendix B) as described in this RFP?
- Does the proposal provide a clear connection between the artist's past work and the goals of their proposal?
- Is the proposal for an original artistic concept?

- Does the proposal include information on the materials proposed with respect to the environment and the expected lifespan of the project?
- Is the proposal clearly communicated and feasible?

### **Qualifications of the Artist**

- Does the Artist's past work show a strong, clear, artistic vision?
- Does the Artist present unique or innovative methods in their work and vision for this project?
- Does the Artist demonstrate a history of professional competency in project management and construction administration?
- Does the Artist demonstrate a history of ability to complete projects of similar scope and scale within a defined budget and in a timely manner?
- Does the Artist have experience in partnering with multiple stakeholders?

### **How to Respond to this RFP**

To respond to this RFP, please prepare your application materials and submit your written proposal through the online application at: <http://bit.ly/2q8q0Ps>.

Please note that we are not requesting design work at this time, and you will be asked to communicate your proposal through a written proposal only. The online application will ask for the following:

#### **Artist/Team Description**

Please provide background on each member of your team, including bios, resumes/CVs, or other information that best highlights the strength of the applicant. This may include subcontractors.

#### **Statement of Interest (500 words or less):**

Narrative describing the artist's interest in this project, connecting this project to the artist's past and future work.

#### **Vision for the Project (500 words or less):**

Narrative describing the artistic concept that the artist is proposing, as well as any additional community processes that the artist would like to propose as part of the project (if applicable).

#### **Relevant Work Samples**

Up to 10 relevant work samples and a numbered, annotated image list with title, media, dimensions, location, brief description, date of the work, project budget, and project partners if applicable.

#### **References**

Please include up to three references, including at least one that can speak to the Artist's ability to serve as project manager and the Artist's ability to manage the fabrication and the installation of artwork.

### **Itemized Budget**

Please provide an itemized budget of your project expenses using the template provided in Appendix C. If price proposal is based on time spent, please provide your hourly rate.

### **About the Percent for Art Program**

The Boston Mayor's Office of Arts and Culture (MOAC) released the City's first cultural plan, Boston Creates, in 2016, calling for increased support to Boston's arts and culture ecosystem. The Percent for Art Program is a critical policy outcome of this planning process and addresses Goal 4 of the plan: to integrate arts and culture into all aspects of civic life, inspiring all Bostonians to value, practice, and reap the benefits of creativity in their individual lives and in their communities. The Percent for Art Program demonstrates the City's leadership and commitment to sustainable funding for the arts by setting aside one percent of the City's annual capital borrowing budget for the commissioning of public art. The Percent for Art Program is administered by the Mayor's Office of Arts and Culture and the Boston Art Commission (BAC), in collaboration with the Office of Budget Management, the Public Facilities Department, and other City departments.

### **About the Boston Art Commission**

The Boston Art Commission (BAC), an independent board of arts leaders charged with the care and custody of all artworks on City of Boston property, advocates for the creation of innovative and transformative art and promotes its accessibility to enrich the lives of Boston's diverse citizens and visitors. The Art Commission advises, supports, and consults with artists and communities, City departments, and others. It commissions, approves, and conserves the City of Boston's collection of art and historical artifacts.

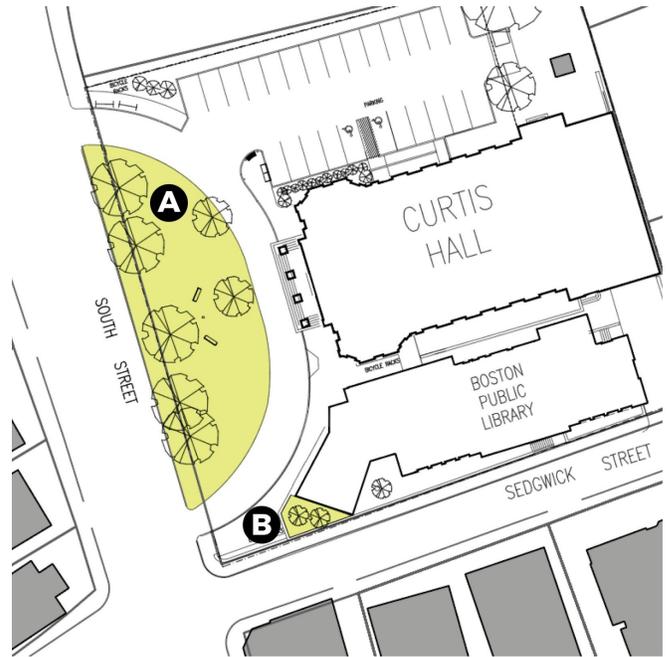
### **About the Mayor's Office of Arts and Culture**

The Mayor's Office of Arts and Culture's mission is to support artists, the cultural sector, and to promote access to the arts for all. The office houses the Boston Cultural Council, the Boston Art Commission, and the Poet Laureate program. Responsibilities include leading up the City's cultural plan, Boston Creates; managing the Boston Artist-in-Residence program; curating exhibitions in City Hall; and operating the historic Strand Theater in Dorchester.

## Appendix A - Additional Site Information

The two potential sites are shown in plan (right) and in the rendering (below):

- A. The lawn in front of the library and the BCYF center (Curtis Hall), facing South Street
- B. The elevated planter in front of the new entrance



## Appendix B - Community Values and Input

The City of Boston's cultural plan, Boston Creates, calls for public art that embraces a neighborhood's identity and adds to a strong sense of place. The Artist should take the following community feedback into consideration. This feedback was gathered at a well-attended community meeting held on March 23, 2017.

Community members take pride in the ethnic and racial diversity of the neighborhood, as well as in its intergenerational character, the presence of small businesses, and access to green open space. A strong sense of civic and social engagement is an important neighborhood characteristic, as is being a community of artists and creators. The balance between old and new is an important theme, as embodied in the new glass addition to the historic library. Jamaica Plain, like many other communities, has experienced rapid changes in demographics and development. People spoke of the need to retain a sense of neighborhood identity and celebrate the many communities that have contributed to the area.

Community members currently use the lawn in front of the library for activities such as yard sales, art shows, tai chi, book fairs, dog walking, and a gathering place for community festivals. There was a desire for any artwork in their area not to impede the existing activities, to be functional in some way, or to be interactive in a way that catalyzes or complements community functions. Other words used to describe potential artwork were whimsical, playful, flexible, dynamic, engaging, changeable, and watchable. Some mentioned that this artwork should peak curiosity and be safe for children to touch.

Finally, community members communicated that artwork in this area should respond to the campus-like context of the space, which is adjacent to a Boston Center for Youth and Families community center as well as the historic Loring-Greenough House. People wanted to be able to engage the artwork from the street as well as from inside the new addition to the library, to foster a sense of connectivity between buildings, open space, and community uses.

## Appendix C - Budget Template

Please itemize your project expenses using the template below or something similar. The City expects that total project costs will be less than or equal to \$200,000.00.

| Budget Item   | Dollar amount       |
|---|---------------------|
| Artist fees (Artist's hourly rate)                            |                     |
| Contractor fees (for any contracted work) / fabrication costs |                     |
|   |                     |
|   |                     |
| Artist materials / supplies                                   |                     |
| Technical equipment / space rental                            |                     |
| Documentation   |                     |
| Other expenses  |                     |
|   |                     |
|   |                     |
|   |                     |
| <b>Total project cost</b>                                     | <b>\$200,000.00</b> |

Explanation of any other expenses:

## Appendix D - Insurance Requirements

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The City of Boston requires insurance coverage in place for contractors to protect both the City and the contractor. The Contractor shall maintain during the term of the Contract, at his expense, all insurance required by the applicable laws of the Commonwealth of Massachusetts and insurance required in this section. Insurance will be issued by licensed insurance companies with a current Best's rating of A- VII or above. Evidence of insurance requirements will be provided on Acord Form 25 Insurance Certificates after being awarded the contract, with renewal certificates delivered 30 days prior to the expiration of the preceding policy. These requirements shall not be construed to limit the liability of the Contractor or its insurers.

The amounts and types of insurance required may be modified by the City if it is determined they do not provide adequate coverage. The minimum insurance requirements are:

- **Commercial General Liability** for Bodily Injury and Property Damage, on an Occurrence Form, naming the City of Boston as Additional Insured, including Premises/Operations, Products/Completed Operations Liability, Contractual, Broad Form Property Damage, and Personal/Advertising Injury for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per project per location.
- **Workmen's Compensation insurance** as required under General Laws c.152 (the Workmen's Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee for the disease. *This type of insurance is not required if the contractor will only use volunteers or casual employees in the contract and will hold the City harmless for any personal injuries.*
- **Automotive liability insurance** to cover the artist while traveling and transporting materials be traveling to and from the site, if required the City will mandates a automotive liability coverage for \$250,000/accident for property damage, \$250,000/per person, \$500,000/ accident for bodily injury for any vehicle used in performance of Contract including but not limited to personal transportation.

The City's general conditions for Insurance are:

- The City of Boston will be named as Additional Insured on all policies except Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees, and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage.