STATE of MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

Riverland Community College
Albert Lea campus
Transportation, Trade and Industrial Education Center

REQUEST FOR PROPOSALS (RFP)
for
Public Art Design and Commission
July 20, 2020

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as “Minnesota State”, its Board of Trustees, or Riverland Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Responding vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.
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- ART.14 Art Public Art Timeline & Budget (for reference only)
- ART.40 Art Commissioning Contract (for reference only)
- Attachment A: Project Plans/pictures
SECTION I: GENERAL INFORMATION

Purpose
The purpose of this RFP is to evaluate and select two artists to design original, commissioned works of art for the Transportation, Trade and Industrial Education Center project currently under construction. The art will be located at the Albert Lea campus of Riverland Community College.

This art procurement is being funded through the Percent for Art program for state-funded construction projects over $500,000 as described in Minnesota State statute 16B.35.

The Campus
Riverland Community College in Albert Lea serves a variety of students in both Career Technical and Liberal Arts programs. The campus also houses an Alternative Learning Center (ALC) for area high school students. Read more about Riverland’s mission and vision here:
https://www.riverland.edu/index.cfm/about-riverland/.

The Project
The Transportation, Trade and Industrial Education Center renovated large labs for Automotive and Diesel programs, as well as created five new general use, hands-on learning Labs and Classrooms. The project included a 2,000 sq.ft. in-fill space housing a new student Commons and Automation Lab. The primary areas impacted by the project are located in a Lower Level area at the rear of the building.

The renovation is designed to excite students in these highly technical career fields through the use of modern materials like: concrete, glass & metal, with accents of warm natural maple wood and wood butcher block. The color palette is neutral whites and grays with accents of Riverland’s blue branding. The design celebrates the industrial aesthetic of the lower level space in the building.

Description of the Art Opportunity
The Art committee envisions artwork that will have longevity and a timeless aesthetic that compliments the recent renovation. Although the programs served by this project are primarily transportation and industrial in nature, the Art work is not limited to this theme. Possible themes may be futuristic, or celebrate electronics and technological education, or showing how these are “cool” career opportunities. They could include verbiage such as: “Building the Future” or “Technicians keep the world running”. The artwork may include multiple materials that juxtapose the warmth of natural wood with metal and mechanics. The interior materials on the project are neutral metal, glass, and paint colors with pops of blue, so adding some color to the space would be well received.

The Art committee has identified two highly visible areas to consider for Percent for Art installations:

1. Lower Level, Student Commons, near entry, on brick wall. (Area A) Art is envisioned to be multi-dimensional, mounted to the existing brick. There is ample daylight in this area, so no
additional lighting is envisioned to be needed.

2. Lower Level Locker Corridor intersection. *(Area B)* The project Architect, Alliiance, always envisioned a graphic panel installation here that would potentially wrap the corner and identify this intersection as a key, central visual point. The committee was curious if graphics printed on metal or Plexiglas and mounted with stand-offs might be one approach? Because the installation is in a Corridor, a degree of durability will be required. If additional lighting is needed to wash this wall, the Owner will provide for that outside of this art contract.

The intent of the committee is to hire **two Artists**, one for each area, as funds allow. One Artist might be selected for both areas if in the best interest of the project. They intend to select the Artists through viewing samples of their past work, and a brief Artist Vision Statement about the Artist’s intent for this area, should they be awarded this project.

**Art Project Budget and Artist Compensation**

The Artist proposal should include all related costs for the entire commission, including any travel costs, materials and labor, installation, structural reinforcement if needed and the cost of an identification plaque.

Current funding provides for the Art with a budget not to exceed $50,000 for both Area A and Area B.

Compensation will be negotiated with the selected artist(s). The total Art Project budget includes:

- Fees
- Travel
- Insurance
- Installation supervision & materials
- Studio and operating costs
- Public Notice Plaque

The Artist will be required to submit form ART.14 Public Art Timeline & Budget with the final design concept prior to entering the production phase to ensure all potential costs are accounted for.

**Selection Process**

The selection committee includes:

- Brad Doss, CFO, Riverland Community College
- Barb Embacher, Vice President of Academic and Student Affairs, Riverland
- Ryan Langemeier, Dean of Academic Affairs, Riverland
- Shawn O’Connor, Physical Plant Director, Riverland
- BJ Witts, Graphic Design & Marketing, Riverland
- Deb Schnell, Art Instructor, Riverland

This group will evaluate the proposals and make the final decision. The artists whose vision for the project opportunity, timeline and budget, and preliminary design demonstrate, in the Art
Committee’s sole opinion, the criteria that best fulfill the purposes of this RFP, will be awarded the design and commission.

**Selection and Implementation Timetable**

The following is the Owner’s intended schedule for the procurement process to select and contract with each Artist. The Owner reserves the right to modify this schedule if necessary.

<table>
<thead>
<tr>
<th>Event</th>
<th>Day and Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise in State Register #1</td>
<td>July 20, 2020</td>
<td></td>
</tr>
<tr>
<td>Advertise in State Register #2</td>
<td>July 27, 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Informational meeting – Zoom or in-person</strong></td>
<td><strong>Thursday, August 6th 3:00 p.m.</strong></td>
<td></td>
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<tr>
<td><strong>Facility Tour – Zoom or in-person</strong></td>
<td><strong>Thursday, August 6th 3:30 p.m.</strong></td>
<td></td>
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<tr>
<td><strong>Deadline for RFP Submittal</strong></td>
<td><strong>August 20, 2020</strong></td>
<td><strong>2:00 p.m.</strong></td>
</tr>
<tr>
<td><strong>Anticipated Artist Selection</strong></td>
<td><strong>August 21, 2020</strong></td>
<td><strong>-</strong></td>
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It is expected that the art design process will begin immediately after contract award. The anticipated milestone dates are as follows:

- Contracting phase ends by August 30, 2020 (1.5 weeks)
- Final Design approval by Art Committee by end of September 25, 2020 (5 weeks)
- Submit Work in Progress documentation: October 23, 2020 (4 weeks)
- **Installation target: November 13, 2020**

**Informational Meeting**

Riverland will hold an informational meeting on Thursday, August 6th, at 3:00 either in person or via ZOOM. If you are interested and able to visit in person, the address of Riverland’s Albert Lea campus is: 2200 Riverland Drive, Albert Lea, MN, 56007. The main entry is on the North side and we’ll gather in the Lobby. If you prefer to join by video, the zoom instructions are below:

Meeting URL: [https://minnstate.zoom.us/j/94939925093](https://minnstate.zoom.us/j/94939925093)
Meeting ID: 949 3992 5093

**Join by Telephone**

For higher quality, dial a number based on your current location. Dial:

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248
It is recommended all potential or interested responders attend the meeting. Please register your attendance in advance by sending an email to Justine Pliska, Facilities Program Manager at Justine.pliska@minnstate.edu. There will be a facility tour afterwards. An attempt will be made to show the tour virtually from a laptop camera. Answers to questions from the meeting will be posted as Addenda #1 to http://www.minnstate.edu/vendors/index.html. This is the time to ask questions about the contract and the insurance requirements or other relevant questions to assist artists in preparing a response. If you have a problem joining in, call Justine at: 612-867-9678.

Questions

Riverland Community College’s agent for purposes of responding to inquiries about the RFP is:

- Name/Title: Brad Doss, C.F.O.
- E-mail address: brad.doss@riverland.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Riverland Community College shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include ART OPPORTUNITY in the title and the name of the questioner and his/her telephone number, fax number and/or e-mail address in the signature line. Anonymous inquiries will not be answered.

Contract

The Artist scope of services will be based upon Art.40 Public Art Commissioning Contract Form 170. The successful Respondents will be required to enter into this contract. A sample of this contract is included with this RFP.

The selected artist must be registered as a vendor in SWIFT. SWIFT (Statewide Integrated Financial Tools) is the PeopleSoft base online financial, procurement, and reporting system used by the State of Minnesota. If not registered, please see the SWIFT Vendor Resources at https://mn.gov/mmb/accounting/swift/vendor-resources/.

The artist is required to use Minnesota State’s internet-based enterprise project management system, e-Builder, in the participation or administration of the project. The artist’s fee will be paid through e-builder.

Eligibility

Members of the Art Committee are ineligible. This solicitation is open to experienced artists or artist-led collaborations. Riverland Community College students, faculty, and alumni are strongly encouraged to respond to the RFP.
 Parties to the Contract
Parties to this contract will be the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Riverland Community College and the successful vendor.

Duration of Offer
All proposal responses must indicate they are valid for a minimum of thirty (30) calendar days from the date of the proposal opening unless extended by mutual written agreement between Riverland Community College and the CONSULTANT.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.
SECTION II: ARTIST RESPONSIBILITIES

Proposal

All other costs incurred by artist in response to this RFP will be the responsibility of the artist.

Proposal submissions will consist of the following:
1. Brief narrative of how the Artist would approach artistic concept satisfies the proposed theme.
2. Artist resume.
3. Images of a minimum of three and no more than 10 examples of past work that might be representative of the Artist’s approach to this Art Opportunity.

Duties and Responsibilities after Contract Award

Design Development – The Artist shall finalize the preliminary design proposal in cooperation with the Art Committee. The Artist shall take direction from the Art Committee as necessary and modify the design to meet to the project budget. The artist shall submit an updated ART.14 Timeline and ART.15 Budget.

Commission of the Work – Once the final design has been approved by the Art Committee, the Owner will inform the Artist and production may begin on the commissioned work.

Provide documentation of the work in progress.

Coordinate major elements of design and/or construction with the campus’ schedules and activities to minimize disruptions.

Attend pre-installation conference and site visits as needed to oversee installation of the work.

Art Identification

The Artist shall fabricate a coordinating identification plaque that identifies the title of the art piece, Artist identification, year of completion and the text: “Commissioned for the State of Minnesota on behalf of Riverland Community College under the Minnesota Percent for Art Act.”

Provide for the design and fabrication of the public notice plaque in an area appropriate for identification.

Documentation

The following documents are to be submitted for final acceptance of the work:
A written technical description and photos of the Work and any maintenance instructions or recommendations.
• The completed **ART.14 Timeline** and **ART.15 Budget** final report form.

• A full written narrative description of the Work.

• An updated resume of the Artist.
SECTION III: RESPONSE CONTENTS AND EVALUATION

The Art Committee will evaluate the artist’s proposal, Preliminary Design narrative, and presentation in accordance with the criteria below (based upon the point scale). The evaluation may include requests for additional information, and will focus on the specifics of the Respondent’s response to the RFP and approach.

Pass /Fail Requirements

The Respondent shall:
1) Submit a complete response to by the closing date and time.

Artist’s Resume – 20 points

Factors favorable to the artist are:
- Breadth of education and life experience that would contribute to the overall stability of the artist
- Clear artist statement
- Clear statement of commitment to the project and artist’s availability
- History of completed commissioned works, timely execution of work

Relevancy of Images – 20 points

Provide up to three (recommend no more than 10) images of past work. Clearly identify each image. Each image is to be a single work of art. Include a description of the submitted work including medium, dimensions, title, date, estimated value or sale

Factors favorable to the artist are:
- Participation in public art projects
- Works of similar theme and subject matter (education)
- Appropriateness of past work to Minnesota State needs

Preliminary Design Narrative – 60 points

Briefly describe your artistic vision for the work in no more than a single page. Describe the methods and materials you plan to use in the installation. Discuss your inspiration and what themes you might address in the project. Describe how your work will connect to the overall project/campus.

Factors favorable to the artist are:
Clear Technique
- Materials and colors proposed are appropriate
- Work described is durable, safe, and low-maintenance
Thematic Expression
- Proposed theme is celebrated with interesting elements incorporated into the design
- The composition engages the viewer and holds the viewer’s attention
Originality
Explores the proposed theme in a new way
Overall design has a broad and timeless appeal

Preferences – 6 points (extra)

In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.), economically disadvantaged (E.D.), and Veteran Owned small businesses will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. **Only eligible, verified, small businesses currently listed in the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors will be eligible for the preference.**

This directory is located at [http://www.mmd.admin.state.mn.us/mn02001.htm](http://www.mmd.admin.state.mn.us/mn02001.htm). Attach a copy of your firm’s letter indicating certification by the Office of Equity in Procurement, if applicable.

Responders interested in becoming a certified vendor or to verify their T.G. eligibility and certification or E.D. certification, should refer to the state of Minnesota, Department of Administration, Office of Equity in Procurement Division website at [https://mn.gov/admin/business/vendor-info/oep/sbcp/](https://mn.gov/admin/business/vendor-info/oep/sbcp/), or call the division’s help line at (651) 296-2402.
SECTION IV: ADDITIONAL RESPONSE AND GENERAL CONTRACT REQUIREMENTS

Rights Reserved

Notwithstanding anything to the contrary, the Minnesota State Colleges and Universities, or Riverland Community College reserves the right to:

1. Cancel the Request for Proposal at any time with no cost or penalty to the State.
2. Reject any and all responses received in response to this RFP;
3. Disqualify any Responder whose submittal fails to conform to the requirements of the RFP;
4. Duplicate all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the RFP;
5. Select for contract or for negotiations a Proposal other than that with the lowest cost or the highest evaluation score;
6. Negotiate as to any aspect of the Proposal with the selected Responder;
7. Extend the contract, not to exceed a total contract term of five (5) years;
8. Change any provisions in this RFP by posting Addenda on Minnesota State website; and
9. Waive any non-material deviations from the requirements and procedures of this RFP and waive informalities contained in the RFP.

All costs incurred in responding to this RFP will be borne by the Responder. This RFP does not obligate the Owner to award a contract or complete the project, and the Owner reserves the right to cancel the solicitation if it is considered to be in its best interest.
SECTION IV. RFP RESPONSE

Submission

Quantities

Provide one (1) signed original, hard-copy of all required documents including attachments.
Provide one (1) electronic copy in pdf format on a USB flash drive.

Proposals must be received at the following address no later than
2:00 p.m., on August, 20, 2020:

Institution: Riverland Community College
Name: Brad Doss
Title: C.F.O.
Mailing Address: Riverland, Austin Campus (NOTE: This is not the project site in Albert Lea)
           1900 8th Avenue NW, Austin, MN  55912

Fax and e-mail responses will not be considered due to concern about file sizes and potential issues
with not receiving proposals.
Thank you!

MINNESOTA STATE

30 East 7th Street, Suite 350 | St. Paul, MN 55101-7804
651-201-1800 | 888-667-2848

www.MinnState.edu

This document is available in alternative formats to individuals with disabilities. To request an alternate format, contact Human Resources at 651-201-1664.

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Minnesota State is an affirmative action, equal opportunity employer and educator.