



## **May 2024**

The City of Traverse City will receive artist qualifications directed to the Traverse City Arts Commission, Downtown Development Authority, 303 East State Street Suite C, Traverse City, Michigan, 49684, until **June 7, 2024**, no later than 3:00 PM for the following:

### **TART BAYFRONT TRAIL EXTENSION – ARTISTIC BENCH EXHIBIT**

If the specifications are obtained from the Arts Commission's website link at: [www.tcpublicart.org](http://www.tcpublicart.org), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the qualifications being submitted.

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must submit one sealed hard copy and one digital copy of the bid to the DDA's office prior to the above indicated time and date or the bid will not be accepted.

If you have any questions, please contact Harry Burkholder, Downtown Development Authority Chief Operations Officer & Arts Commission Liaison, at [harry@downtowntc.com](mailto:harry@downtowntc.com) or (231) 922-2050 before the bid is submitted.

### **PLEASE SUBMIT HARD COPY & DIGITAL COPY BIDS TO:**

TC ARTS COMMISSION  
Attn: Harry Burkholder  
303 E. State St., Ste. C  
Traverse City, MI 49684

## Project Intent

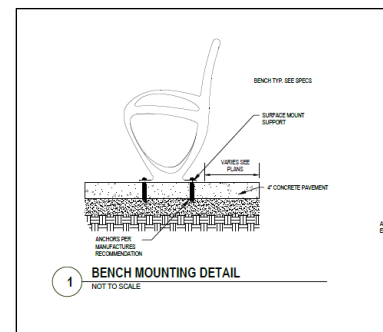
The purpose of this RFQ is to select an artist(s) to create, fabricate and help install two artistic public benches along the TART Bayfront Trail, part of a comprehensive effort to extend and expand the existing TATY Bayfront along Grandview Parkway. The artistic benches will serve to enhance the experience of the trail user as well compliment and add interest to a busy and popular trail corridor. The artistic benches will also serve to advance public art in Traverse City and help enrich the cultural and aesthetic quality of life in Traverse City. Practically, the two artistic benches must be ADA compliant and serve as a respite for trail users. Therefore, the final design of the benches must be fabricated in such a manner to allow for heavy use and/or activities and be designed in such as way that denotes the practical use as a bench.

## Project Background & History

In 2022, the City of Traverse City, the Traverse City Downtown Development Authority (DDA) and TART Trails, Inc. initiated efforts to conduct design and engineering services for an extension and expansion (i.e., widening) of the TART Bayfront Trail along Grandview Parkway, between Division and the Senior Center (the scope of work now covers the expanse between Division and Eastern Avenue). This effort was spurred by a desire to improve and enhance non-motorized infrastructure along the corridor at the same time, and in conjunction with MDOT efforts to reconstruct Grandview Parkway (slated to begin in March 2024 through November 2024). In October 2023, TART Trails was awarded a RAP grant from MEDC for construction of a portion of the trail extension. These grant dollars were matched by additional financial contributions from the City, DDA and TART. With the final design in place, the RFP for construction was released in February. While waiting for bid submissions, the Arts Commission is releasing this RFP for two benches that will be included in the final design and construction of the trail extension. The timing of construction is still unknown at this time. However, it is the desire of the Arts Commission to work with the selected artist(s) to design and fabricate the benches ahead of time to they are ready to be installed when ready.

## Project Details

There will be several uniform benches placed along the trail extension (see image right). However, the Arts Commission and the project partners are excited to include two artistic benches at strategic locations on the trail corridor. The exact placement of the two benches has yet to be determined, but will likely be placed between the senior center and Clinch Park. The bench will be mounted and secured on 4-inches of concrete pavement.





The Arts Commission has dedicated \$5,000 toward the fabrication and installation of both benches, which includes both the design and fabrication. There are no parameters or theme limitations for this art installation. Creativity is key. However, each bench must serve the practical purposes of providing respite. Due to uncertainty around the timing of construction, there is no firm deadline for installation at this time. However, the Arts Commission will be working closely with the artist as the project moves forward to ensure each bench is fabricated in time for installation, when needed. The artist should be prepared to assist in the installation of each bench, in coordination with the project contractor and/or city staff.

## **Contract Requirements**

The finalist shall enter into a contract with the City of Traverse City upon acceptance of a proposal. Michigan law shall apply to the contract and agreement between the artist and the City of Traverse City.

Copyright belongs to and remains with the artist. The artist retains all rights under the Copyright Act of 1976 (17 USC Section 101) as the sole author of the work for the duration of the copyright. The duration of copyright in the United States is currently the life of the author plus seventy (70) years.

The City of Traverse City retains the right to reproduce the artwork in any and all forms, and will include credit to the artist and notice of copyright on all reproductions.

The Arts Commission recognizes some changes may occur during the process of creating the finished artwork. If, in the reasonable judgment and opinion of the Arts Commission, the final artwork is materially different than the concept presented and accepted during the selection process, the Commission reserves the right to request revisions to, or recreation of the art. It is the responsibility of the artist to discuss with the Traverse City Arts Commission any changes during the creative process that could be considered materially different.

If three dimensional, the piece must be installed in a workmanlike manner with sufficient anchoring to the concrete pads to prevent it from being removed, tipped, broken, or overturned. The artwork and installation will be completed so that the artwork does not create any known risk to the public. The commission will review the artist's proposed installation plans and may make recommendations to modify them to address safety and maintenance concerns of the City of Traverse City.

The City of Traverse City and the Arts Commission reserve the right to relocate the artwork to a comparable site at the direction of the City Commission, should future City projects necessitate a change.

The City of Traverse City requires that the selected artist carry Liability Insurance in the amount of \$2,000,000 (two million dollars) per incident during the production of the artwork, with an endorsement naming the City of Traverse City as additional insured.

The artist and the City of Traverse City shall and hereby agree to defend, indemnify, and hold harmless each other against any liability that arises out of the other Party's negligent or willful behavior.



Artists will be disqualified if they owe taxes to the City of Traverse City.

## Eligibility

The project is open to all qualified artists age 18 and over. Teams of artists are welcome to apply.

## Selection Process

The artist and final art will be selected by the Arts Commission. The Arts Commission reserves the right to reopen our search if the right finalist/project is not found.

The call for entry process will include the following:

- The Art Commission reviews artists submittals and qualifications and develops a preferred-list with a maximum of (3) artists.
- Each selected artist will be required to conduct a site-visit to the project location.
- The selected artist(s) are invited to develop and submit a concept for the project area.
- The Arts Commission Liaison reviews the recommendation, completes an artist phone interview and speaks with references provided by the artist.
- Arts Commission approves the artist and art installation.

## Budget

The total budget is \$5,000 which includes all artist expenses for project completion including artist fees, materials, fabrication costs to develop the original art, documentation, transportation and shipping, and travel. Also included in the total project budget are expenses for structural investigation or engineering if needed, permits and installation. The artist should consider the total cost (including installation) of their project when determining the scope, size and type of art submitted.

## Timeline

All dates for the Artists Qualifications Deadline are subject to change:

- |                    |                                                                   |
|--------------------|-------------------------------------------------------------------|
| • May 17, 2024     | Call opens.                                                       |
| • June 7, 2024     | Call closes and artists qualifications due.                       |
| • June 19, 2024    | Arts Commission reviews artists qualifications and selects artist |
| • June - July 2024 | Design                                                            |
| • TBD              | Installation (tentatively Fall 2024)                              |



## Maintenance

The Arts Commission will work with the selected artist to identify specific maintenance requirements for the artwork. A maintenance plan will need to be submitted by the artist and should consider seasonal cleaning of the work.

## How to Apply

Artists who wish to be considered for this project must prepare and submit the following materials in hard copy form. Information on where to apply and submit can be found on the first page of this RFQ packet.

Required materials include:

1. Letter of interest – one page only explaining interest in the project
2. Current resume – detailing past or current commissions and public installations of work (if a team application, include resumes of all members), and including artist name, gallery representation (if any), address, phone, and email.
3. Images – examples of representative work history in the past five years, not exceeding 16 high resolution images, 3 videos, and 1 audio, with emphasis on recent work.
4. Image annotation – artwork title, date, medium, size, location as appropriate, and the commission budget for the work, if applicable.
5. References – list of three professional references with knowledge of the artist's work and working methods. This list must include complete addresses and phone numbers for the reference.
6. Optional – artists may submit up to three items of support materials (i.e., reviews, articles about their work etc.)
7. A Maintenance Plan for the duration of the exhibit.

### Contact Person

TRAVERSE CITY ARTS COMMISSION  
Harry Burkholder, COO, Traverse City DDA  
harry@downtowntc.com  
231-922-2050



Artist - Please complete and return

## **REQUEST FOR QUALIFICATIONS SUMMARY**

TITLE: TART BAYFRONT TRAIL EXTENSION – ARTISTIC BENCH EXHIBIT  
DUE DATE: June 7, 2024

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

1. conviction of a criminal offense incident to the application for or performance of a contract;
2. conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
3. conviction under state or federal antitrust statutes;
4. attempting to influence a public employee to breach ethical conduct standards; or



5. conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
  - a. The Natural Resources and Environmental Protection Act.
  - b. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - c. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - d. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - e. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
6. the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by: \_\_\_\_\_

Signature \_\_\_\_\_

Name and Title (Print) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Company Name (if Any) \_\_\_\_\_

Address \_\_\_\_\_



City, State, Zip \_\_\_\_\_

Sole proprietorship/partnership/corporation \_\_\_\_\_

If corporation, state of corporation \_\_\_\_\_