



**CITY OF PHOENIX
OFFICE OF ARTS AND CULTURE**

**CALL TO ARTISTS
PRE-QUALIFIED ARTIST ROSTER FOR
URBAN FURNITURE & UTILITY WRAPS**

DEADLINE FOR RECEIVING APPLICATIONS:

**Friday, December 16, 2022
5:00 PM (MST)**

QUESTIONS AND INQUIRIES DUE:

**Wednesday, November 30, 2022
12:00 PM (MST)**

PROJECT MANAGER: Catina Crum
PROCUREMENT OFFICER: Romeo Rabusa
City of Phoenix Office of Arts and Culture
200 West Washington Street, 10th Floor
Phoenix Arizona 85003-1611
Email: romeo.rabusa@phoenix.gov
Phone: 602-534-8334

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SECTION I – ABOUT US

Phoenix Office of Arts and Culture: The Phoenix Office of Arts and Culture was established in 1985 to champion and sustain the City's arts and culture community to make Phoenix a great place to live, work, and visit.

Our Commitment: The City of Phoenix Office of Arts and Culture believes in fair treatment, access, and opportunity for all individuals. Our equity strategy aims to identify and eliminate barriers that have prevented marginalized groups' full participation from the agency's programs and to strengthen equity, diversity, and inclusion in the arts and culture sector for all Phoenix residents.

The City of Phoenix fully endorses and supports the concept of equal business and employment opportunities for all persons, regardless of race, color, age, sex, religion, national origin, genetic information, marital status, disability, sexual orientation, or gender identity or expression.

Land Acknowledgement: The Phoenix Office of Arts and Culture acknowledges that modern-day Phoenix is on the traditional lands of the Akimel O'odham (Pima) and the Tohono O'odham and before that their ancestors (Hohokam) as well as the Pee-Posh (Maricopa). We honor the elders of both past and present, as well as future generations that enable us to live here today. Further, we acknowledge the sovereignty of the [22 Tribal Nations](#) who continue to steward the lands that make up the state of Arizona.

SECTION II – PROJECT DESCRIPTION

The Phoenix Office of Arts and Culture, in collaboration with the Community and Economic Development Department and Public Works Department, requests qualifications from local emerging artists for its Pre-Qualified Artist Roster. **Artists selected for this Roster will be eligible for opportunities to design artwork for urban furniture and utility boxes throughout the city over the next three years. The first opportunity, to be implemented in February 2023, will address public trash cans located in the Evans Churchill and Roosevelt historic neighborhoods.** The selected artist(s) will be charged with beautifying an often-overlooked object with unique designs that provide a cohesive identity for the community.

The Roster will be used in collaboration with neighborhood partners who will work closely with City staff to identify artists that would be most appropriate specific project locations. The portfolio of images submitted as part of this Call will be used to make those recommendations. Please note: inclusion in the Roster does not guarantee artists will be awarded a project. However, the list will be curated with the specific intent of providing opportunities to as many artists as possible.

SECTION III – SCOPE OF WORK

Estimated Budget: Artists will be paid up to \$5,000 for design services which includes: 1) meeting with neighborhood leaders, 2) research and design development, 3) final design deliverables, and 4) fabrication and installation oversight.

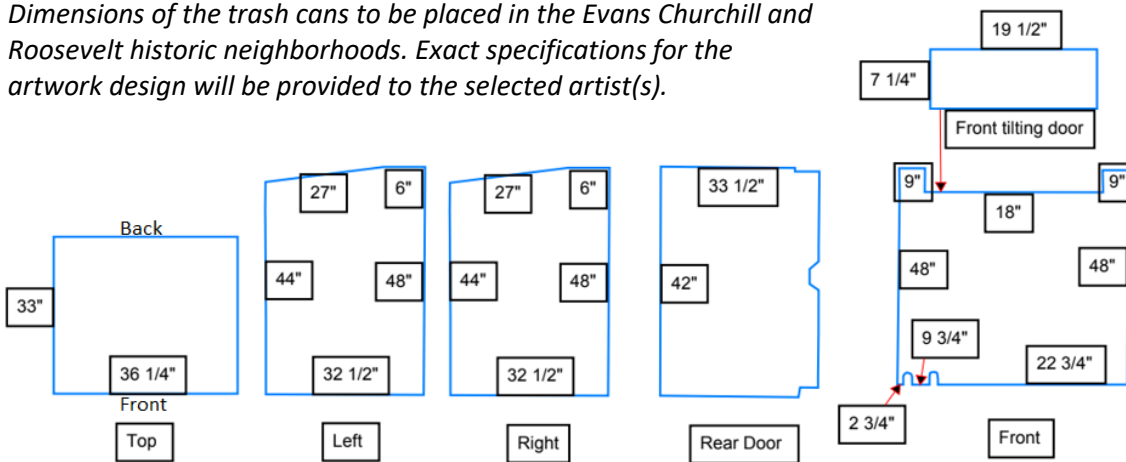
Artists will be responsible for the design of the artwork only. Artists will not fabricate or install the artwork on the urban furniture or utility box. However, artists will be asked to provide oversight during fabrication and installation to ensure proper execution of the artwork. The artwork design will be translated into a vinyl wrap that will last up to 3 years. The artist will retain copyright to the work.

Selected artists will be expected to collaborate with the community to determine the conceptual direction for the design of the vinyl wrap. Artwork may include illustrations, prints, paintings, computer-designed digital images, textiles, mosaics, photographs, and other 2-dimensional artworks. The final artwork must be submitted in a digital format according to the specifications provided by the City. The final artwork must be properly sized to ensure a high-quality vinyl print and should cover the entire surface of the object.

Displaying artwork in an extremely diverse and public environment has limitations. Artwork with overtly explicit themes, such as nudity, weapons or violence will not be considered.

Applicants to this project may be considered for additional public art project opportunities advertised by the Phoenix Office of Arts and Culture.

Dimensions of the trash cans to be placed in the Evans Churchill and Roosevelt historic neighborhoods. Exact specifications for the artwork design will be provided to the selected artist(s).



Estimated Timeline

Description	Date
RFQ Released, Application Open	November 10, 2022
Deadline for Questions	Friday, December 2, 2022, by 12:00 PM
Application Deadline	Wednesday, December 16, 2022, by 5:00 PM
Selection Panel Meeting, Artists Notified	December 2022
Installation of Artwork	February 2023

SECTION IV – TRANSPARENCY POLICY

Beginning on the date this RFQ (hereinafter referred to as the “Call”) is issued and until the date a contract is awarded or the Call withdrawn, all persons or entities that respond to this Call for the services outlined below, including their employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys, (collectively, the “Respondent”) must refrain from any direct or indirect contact with any person (other than the designated procurement officer) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, department heads, the Mayor and other members of the Phoenix City Council. As long as the solicitation is not discussed, Respondents may continue to conduct business with the City and discuss business that is unrelated to the solicitation with City staff.

Respondents may discuss their proposal or this Call with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through Romeo Rabusa, Procurement Officer, conducted in person at 200 W. Washington St., Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter and invite the public to participate. Romeo Rabusa’s contact info is romeo.rabusa@phoenix.gov or 602-534-8334.

This policy is intended to create a level playing field for all Respondents, assure that contracts are awarded in public, and protect the integrity of the selection process. RESPONDENTS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.

SECTION V – RESPONSE INFORMATION

Requirements and deadlines for applying to this Call:

Cost: There is no fee to apply to this Call.

Deadline: Friday, December 16, 2022, by 5:00 PM (MST). Late applications will not be considered.

Eligibility: This project is open to emerging artists or artist teams who reside in the Phoenix metro area with the **demonstrated ability to meet the criteria** (SEE SECTION VI – EVALUATION & SELECTION), regardless of race, ethnicity, gender, age, or experience. No previous public art experience is required to apply.

City of Phoenix employees and Phoenix Arts and Culture Commissioners and their immediate family members, and selection panelists and the panelists' immediate families are excluded from participating in this project. **Applications from Artists' representatives, managers, or galleries will not be accepted.**

Applications: Applications must be submitted online via www.PublicArtist.org. Do not mail or email applications or original artwork. Applicants are strongly encouraged to retain a complete copy of their application for their records.

You can find more information at www.phoenix.gov/arts/public-art-program/public-art-opportunities. Applicants can also receive support by contacting PublicArtist.org at info@publicartist.org or 210-701-0775.

Applicant Name: If applying as a team, please select a team lead as a point of contact for all communications. Artists applying as a member of a team are not eligible to also apply as an individual.

Applicant Pool: Applicants to this Call may be considered for additional public art project opportunities advertised by the Phoenix Office of Arts and Culture.

Application Materials:

1. Statement of Intent (400 word limit) - Think of this as a job application and your cover letter. Be as succinct as possible. Describe why you are interested in this opportunity and highlight any relevant experience.
2. Resume or CV. (3-page limit per artist) Current professional resume or curriculum vitae (CV) including artist's name, address, email, and phone number. Teams must submit one resume/CV per team member merged into one PDF, DOC, or DOCX file.
3. Images – Six (6) to ten (10) digital images of previously created artwork in jpg format. Follow PublicArtist.org guidelines for size. Do not put text on your images. We recommend using only one photograph per image. Collaging more than one image together may reduce the panelists' ability to see your work clearly.

Contact information: The City of Phoenix contact for this Call is Romeo Rabusa, Procurement Officer (the "City Contact"). Any questions relating to this Call shall be directed to Romeo

Rabusa at romeo.rabusa@phoenix.gov or 602-534-8334. To be considered, such questions must be received by November 16, 2022, at 12:00 noon (MST).

If a Respondent believes that any portion of this Call is ambiguous, inconsistent or contains an error, the Respondent shall promptly notify the City Contact of the apparent discrepancy before November 16, 2022. If the Respondent fails to notify the City Contact of the discrepancy before that date, the Respondent' shall be deemed to have waived any such claim of ambiguity, inconsistency, or error in this Call.

Helpful Links: Several online and video resources for application guidance are available from the Phoenix Office of Arts and Culture and PublicArtist.org:

- Public Art 101 Digital Classroom Lesson 1 – Applications and Selection Process (VIDEO)
<https://youtu.be/tZLBnbXH1mo>
- Artist FAQs – <https://www.publicartist.org/FAQ.cfm>
- Artist's Guide (PDF) –
<https://www.phoenix.gov/artssite/Documents/2019.10.29Artist's%20Guide%20to%20the%20Phoenix%20Public%20Art%20Program.pdf>

SECTION VI – EVALUATION AND SELECTION

Selection panels will be convened by the Phoenix Office of Arts and Culture to review applications received and make recommendations to the Arts and Culture Commission for each project opportunity. Members of the panels may include art and design professionals, city staff, and community members. For the establishment of the Roster and to select artist(s) for the Evans Churchill/Roosevelt public trash can project, the selection panel members will be:

1. RJ Price, Downtown Phoenix INC
2. Rocky Hanish, Evans Churchill Community Association
3. A representative from Roosevelt Action Association
4. Sofia Mastikhina, City of Phoenix Community and Economic Development Dept
5. A representative from a local art gallery

Responses to this Call should be concise, well organized and provide the requested information. Applications lacking the necessary information will not be considered.

At the selection panel meeting, artist applications will be scored using the following criteria:

1. Demonstrated artistic quality of submitted artwork. 50%
2. Appropriateness for the public setting and the existing collection. 50%

After evaluating applications, the City, at the request of the selection panel, may ask some or all

Respondents to submit supplemental information and concepts, or to participate in interviews.

SECTION VII – TERMS AND CONDITIONS OF CALL

Any Respondent that submits a response to this Call shall be deemed to agree to the following terms and conditions if they perform work for the City of Phoenix (the “City”):

Incurred Costs: Each Respondent will be responsible for all costs incurred in preparing a response to this Call. All materials and documents submitted by the Respondent in response to this Call or any additional requests for materials and documents made by the City for evaluation pursuant to this Call will become the property of the City and will not be returned. Respondents selected by the City to move forward in this project may be eligible to receive assistance with costs incurred as part of this Call to Artist. Respondents asked to provide supplemental information or participate in interviews may be eligible for financial assistance depending on the project budget. Further information will be provided as deemed appropriate by the City.

Reservation of Rights by City: The City is not obligated to accept any submittal or to negotiate with any Respondent. The City reserves the right to accept submittals which are deemed most favorable and in the best interests of the City after all submittals have been examined and canvassed, to reject any or all submittals, and to be the sole judge of the Respondents best suited for the City.

The issuance of this Call and the acceptance of any response to this Call does not constitute an agreement by the City that any contract shall actually be entered into by the City.

Right to Disqualify: The City reserves the right to disqualify from consideration for any City work any Respondent who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. The City further reserves the right to disqualify from consideration for any City work any Respondent on the basis of any real or apparent conflict of interest that is disclosed by the Respondent or discovered through any other data or information available to the City. This disqualification is at the sole discretion of the City. By submission of an RFQ response, each Respondent waives any right to object now or at any future time, before anybody or agency (including, but not limited to, the City Council of the City or any court) as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City.

Applicable Law: Any and all disputes arising under any contract resulting from this Call or otherwise in connection with this Call, shall be governed according to the laws of the State of Arizona, and the Respondent submitting a Call response agrees that the venue for any action brought to enforce provisions of a contract resulting from this Call shall be in the State of Arizona.

Compliance with Laws: Respondents who successfully obtain a City contract shall comply with all applicable laws, ordinances, statutes, codes, rules and regulations in the course of performing their duties under the contract.

No Verbal Agreements: No verbal agreement or conversation with any officer, agent, or employee of the City either before or after execution of any contract, if any, shall affect or modify any of the terms or obligations contained or to be contained in such contract. Any such verbal agreements or conversation shall be considered as unofficial information and in no way binding upon the City or any Respondent selected from the Call to enter into an agreement. All agreements shall be made in writing and contract changes shall be made by written amendment signed by both parties.

Non-waiver of Liability: The City, as a public entity supported by tax monies, in execution of its public trust, cannot agree to waive any lawful or legitimate right to recover monies lawfully due it. Therefore, any Respondent submitting a Call response agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law under applicable Arizona law.

Fund Appropriation Contingency: The continuation of any contract after the close of any given fiscal year of the City of Phoenix, which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the City of Phoenix providing for or covering such agreement item as an expenditure therein. The City does not represent that said budget item will be actually adopted, said determination being the determination of the City Council at the time of the adoption of the budget.

SECTION VIII – ADDITIONAL TERMS AND CONDITIONS

The following terms and conditions may apply, be incorporated, and made a part of any contract resulting from this Call:

Employment Disclaimer: Any Respondent that enters into a contract with the City as a result of this Call agrees it is not intended to constitute, create, give rise to, or otherwise recognize a joint venture, partnership or formal business association or organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the contract. The Respondent shall agree that no individual performing under such contract on behalf of the Respondent will be considered a City employee, and that no rights of City Civil Service, City retirement or City personnel rules shall accrue to such individual. Such Respondent shall have total responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation, other employee benefits, and all taxes and premiums appurtenant thereto concerning such individual and shall save and hold harmless the City with respect thereto.

Legal Worker Requirements: The City is prohibited by A.R.S. § 41-4401 from awarding a contract to any Respondent who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, any Respondent that enters into a contract with the City as a result of this

Call agrees that:

1. The Respondent and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214, Subsection A.
2. A breach of warranty under paragraph a. shall be deemed a material breach of the contract and is subject to penalties up to and including termination of the contract.
3. The City retains the legal right to inspect the papers of the Respondent or subcontractor employee(s) who work(s) on the contract to ensure that the Respondent or subcontractor is complying with the warranty under Paragraph a.

Lawful Presence Requirement: Any Respondent that enters into a contract with the City as a result of this Call agrees that pursuant to A.R.S. §§ 1-501 and 1-502, the City is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, if Respondent is a person, Respondent will agree to produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

Transactional Conflicts of Interest: Each Respondent that enters into any contract resulting from this Call submittal agrees that the contract is subject to cancellation by the City pursuant to the provisions of A.R.S. §38-511.

General Insurance Requirements: Artists selected for City of Phoenix projects shall be required to procure and maintain insurance until all of its obligations under the resulting agreement have been discharged, including any warranty periods. These insurance requirements are minimum requirements and in no way limit the indemnity covenants. The City in no way warrants that the minimum limits stated in this section are sufficient to protect the Artist from liabilities that might arise from or in connection with the performance of the contract services by the Artist, its agents, representatives, employees or subcontractors.

1. COVERAGE LIMITS

The selected artist(s) shall provide coverage with limits of liability not less than those stated below.

A. Commercial General Liability

The policy must include bodily injury, property damage and broad form contractual liability coverage.

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal Injury	\$1,000,000

Each Occurrence	\$1,000,000
B. Worker's Compensation and Employers' Liability	
Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$100,000
i. The policy shall contain a waiver of subrogation against the City of Phoenix.	
ii. Artist’s subconsultants shall be subject to the same minimum requirements identified above.	
iii. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. § 23-902(E), AND when such contractor or subcontractor executes the appropriate sole proprietor waiver form.	
C. Automobile Liability	
Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of the contract	
Combined Single Limit (CSL)	\$1,000,000
i. The policy shall be endorsed to include the City of Phoenix as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Artist.	
ii. Artist's subconsultants shall be subject to the same minimum requirements identified in this section.	
iii. Artist’s insurance coverage must be primary and non-contributory with respect to all other available sources.	

Additional Insurance Requirements: The policies shall include, or be endorsed to include the following provisions:

1. On insurance policies where the City is named as an additional insured, the City of Phoenix is an additional insured to the full limits of liability purchased by the Artist even if those limits of liability are in excess of those required by this Agreement.
2. The Artist’s insurance coverage must be primary insurance and non-contributory with respect to all other available sources.
3. With regard to general liability, the City of Phoenix is named as an additional insured for both products completed operations and premises operations.

Notice of Cancellation: For each insurance policy required by the insurance provisions of a resting agreement, the Artist must provide to the City, within two (2) business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice must be mailed, emailed, or hand delivered to:

Romeo Rabusa, Procurement Officer
City of Phoenix Office of Arts and Culture
200 W. Washington Street, 10th Floor
Phoenix Arizona 85003-1611
Email: romeo.rabusa@phoenix.gov
Phone: 602-534-8334

Verification of Coverage: Artist must furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by a resulting agreement. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before any Services commence under this Agreement. Each insurance policy required by this Agreement must be in effect at or prior to commencement of the Services under this Agreement and remain in effect as specified in the first paragraph of this Section VI. Failure to maintain the insurance policies as required by this Agreement or to provide evidence of renewal is a material breach of this Agreement.

All certificates required by a resulting agreement must be sent directly to:

Romeo Rabusa, Procurement Officer
City of Phoenix Office of Arts and Culture
200 W. Washington Street, 10th Floor
Phoenix Arizona 85003-1611
Email: romeo.rabusa@phoenix.gov
Phone: 602-534-8334

The City contract number must be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Agreement at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

Subcontractors: Artist's certificate(s) must include all subcontractors as additional insureds under its policies or Artist must furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors must be subject to the minimum requirements identified above.

Indemnification: The Artist agrees to indemnify, defend, and hold harmless the City and its officers, agents, and employees from and against all Claims (as defined below) suffered or incurred by the City as a result of any claim that the Artwork, the Artwork Design, or any other work or service provided by the Artist in connection with this Agreement, infringes any patent, copyright, trademark, trade secret, or other intellectual property right(s) of a third party.

1. Indemnification of City

The Artist shall indemnify, defend, and hold harmless the City and its officers, officials, agents and employees (“Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (“Claims”) caused or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions, of the Artist or any of its owners, officers, directors, agents, employees, or subcontractors in connection with this Agreement. This indemnity includes any claim or amount arising out of or recovered under workers’ compensation law or on account of the failure of the Artist to conform to any federal, state or local law, statute, ordinance, rule, regulation, or court decree. The Artist must indemnify Indemnitee from and against any and all Claims, except those arising solely from the Indemnitee’s own negligent or willful acts or omissions. The Artist is responsible for primary loss investigation, defense and judgment costs where this indemnification applies. In consideration of the award of this Agreement, the Artist agrees to waive all rights of subrogation against Indemnitee for losses arising from or related to this Agreement. The obligations of Artist under this provision survive the termination or expiration of this Agreement.

2. Artist’s Obligations for Work of Third Party

If any part of the Artist’s Services depends on proper execution or results upon the work of a third party, the Artist shall immediately report to the City any apparent discrepancies or other defects in such other work that renders it unsuitable for proper execution or results. The Artist shall not be responsible for any liability or failure to fulfill the Artist’s obligations due to such reported discrepancies or defects.

***** END *****