



## City of Sandusky, Ohio

### Public and Cultural Art Planning Firm to Assist in the Creation of a Public Art Master Plan for the City of Sandusky

### Request for Qualifications (RFQ)

Responses Due: January 11, 2018, 10:00 AM

The City invites qualified Public and Cultural Art Planning Firms to submit qualifications to undertake the, planning, outreach and execution related to create a Public Art Master Plan. The planning process should be completed within six months (6) including, but not limited to, assisting in the creation of a Public Art & Culture Commission, criteria for designation of members, duties and procedures, as well as including guidelines and standards for public art. Qualification packages are due no later than 10:00 AM on January 11, 2018.



#### Scope of Services

After an extensive public planning process, in 2016 the Sandusky City Commission passed the Bicentennial Vision Plan, a broad plan for the city and community to implement over the next several years. Part of this vision called specifically for an increased focus on arts and culture. The strategic plan **states**, “The City also will increase cultural programming & events to activate and take advantage of our arts community and build upon the nascent artist economy through **activating public spaces with public art installations**”.

Once the plan was adopted, planning staff began working to implement the plan. Through the plan implementation process the need to create a Percent for Public Art program and Public Arts and Culture Commission became apparent. Currently the City of Sandusky does not have a Public Art Master Plan, so this initial plan would identify a vision and future direction for public and performing art in Sandusky and establish goals and action steps to implement this vision.

The scope of services may include the following components, as regulated by the City.

- Assist in the formation of the Public Arts and Culture Commission

- Identify opportunities throughout the whole city for art in the public realm as a way to improve the community.
- Identify opportunities throughout the whole city for performing arts, including live music in the community.
- Provide maps identifying locations of potential public art opportunities.
- Set public art policies.
- Identify **potential funding sources beyond the ‘Percent for Public Art’ for the care and creation of public art and performing art.**
- Develop actions steps for public art and performing art that are achievable within 1-5 years as well as long-term initiatives.
- Identify, with funding options, temporary public art works and permanent art works.



Final deliverables will be discussed during the Scope of Services negotiations with the selected firm. The selected firm must develop and adhere to a design-schedule as proposed by the City of Sandusky.

Please include with the qualification packet:

- Experience of firm and personnel assigned to this project that will uniquely qualify your firm to complete this work, including résumés and locations of key project team members (max. 3 pages)
- **Description of the firm’s overall understanding** of the project and recommended scope of services to accomplish the stated goals. (max. 2 pages)
- A project management schedule showing all milestones and completion dates based on **“Schedule of Activities” (max. 1 pages)**
- Project staffing plan (max. 1 page)
- References (max. 1 page)

The City of Sandusky will evaluate and select the most qualified consultant. Competitive price selection will not be utilized under the selection process.

The following criteria will be used in the consultant selection process:

- Strength of project manager and strength/experience of key team members and proposed **subcontracted firms' key personnel**
- Past performance and experience with projects of similar scope and size, including experience with facilitating dynamic community engagement and outreach process
- Innovative project approach, which includes all listed items in the Scope of Work
- Project schedule
- Location of key staff

Based on the qualifications submitted, the City may conduct interviews of firms that best **demonstrate an understanding of the City's objectives and that adequately addressed all elements** of the RFQ. Whether interviews are performed or not, the City shall enter into contract negotiations with the preferred firm to determine the final scope of services and project budget. If negotiations fail, the City shall enter into negotiations with the second highest ranked firm. This process shall continue until a contract is successfully negotiated or the City determines to issue a second RFQ. Contracts exceeding \$10,000 must be approved by the Sandusky City Commission.

All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

One original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by January 11, 2018, at 10:00 AM to:

Angela Byington, AICP  
Director of Planning  
222 Meigs Street  
Sandusky, Ohio 44870

If under 10MB, the requested electronic copy can be emailed to Greg Voltz at [gvoltz@ci.sandusky.oh.us](mailto:gvoltz@ci.sandusky.oh.us). Call (419) 627-5973 with questions.

Sandusky Register: December 22nd, 2017



Evaluation Form  
City of Sandusky

Professional Services Request

Public and Cultural Art Planning Firm to  
Assist in the Creation of a Public Art Master  
Plan for the City of Sandusky

Name of Firm:

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Name of Evaluator:

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	Criteria	Points	Score
1	Strength of project manager and strength/experience of key team members and proposed subcontracted firms key personnel	25	
2	Past performance and experience with projects of similar scope and size	20	
3	Demonstrated understanding of the project	10	
4	Innovative project approach, which includes all listed items in the Scope of Work	25	
5	Project Schedule	10	
6	Location of key staff	10	