

City of Minneapolis Art in Public Places  
Department of Community Planning and Economic Development

## Call for Public Artists

The City of Minneapolis Art in Public Places Program is pleased to invite public artists or artist teams to apply to design public art works to be integrated into Oaks Station Place, 3550 East 46th Street.



***Applications must be received by Friday July 13, 4:00 p.m.***

If you need this material in an alternative format please call Ahmed Muhumud at (612) 673-2162 or email [Ahmed.Muhumud@ci.minneapolis.mn.us](mailto:Ahmed.Muhumud@ci.minneapolis.mn.us) Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000. TTY users may call (612) 673-2157 or (612) 673-2626.

Attention: If you have any questions regarding this material please call 311 (or insert your department telephone number)

Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu (612) 673-2800;

Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llama (612) 673-2700;

Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac (612) 673-3500

## I. Oaks Station Place

Oaks Station Place is a mixed use, residential and commercial development currently under construction on one of the City's major transportation corridors. It will include 104 apartment units and 8,422 square feet of commercial space when completed in December 2012. Nestled among the ground floor commercial space and the 46th Street light rail station will be a pedestrian plaza which will physically link the development with the station. Although located on private property, the plaza is intended as prominent public space to be used for a variety of activities, including restaurant seating and a public gathering place for events, or simply lingering and socializing. Part of the City skyline can be viewed from this location. The plaza is designed to be 7,200 square feet in size and will include integrated landscaping and fixtures, pervious pavers, black "Washington-style" bollards, acorn lamps, benches, trash receptacles, knee walls for additional seating. These design elements will tie the private development together with the station platform, encouraging sitting, lingering and safe, friendly pedestrian passage. Visitors to the site will include customers of the commercial uses at Oaks Station Place, commuters walking and biking to and from the train, transit riders transferring from train and bus, area residents and the general public. The developer of Oaks Station Place is Oaks Properties. Kaas Wilson is the architect.



Oaks Station Place is located in the Ericsson neighborhood, which is represented by the Standish-Ericsson Neighborhood Association. Ericsson is on Minneapolis' south side. It is bound on the north by 42nd and 43rd Streets, on the east by Hiawatha Avenue, on the west by Cedar Avenue and has a southern border of Minnehaha Parkway. The area was considered the outskirts of the City until immigrants, mostly Swedish and Norwegian, began building their homes early in the 1900's. Now the neighborhood is serving a wide range of lifecycle housing.



Detail of draft concept for Plaza.

Ericsson is a stable, thriving, yet quiet neighborhood. Community organizations such as churches, the YMCA and block clubs encourage active citizen participation. Beautiful parks, playgrounds, recreational facilities, schools (both public and private) and the historic Roosevelt Community Library are amenities for singles and families. Thriving small businesses offer convenience and personal attention to shoppers, while all benefit from the neighborhoods low crime rate, safety and sense of security.

## II. The Public Art Project

The City of Minneapolis is seeking a public artist/artist team to design public art elements to be integrated into the new plaza at Oaks Station Place. The specific elements will be identified by the project team and the artist, working in conjunction with the community and other stakeholders. Because of the highly visible location of the plaza, which is also an entrance into the City and the neighborhoods, the artwork will likely include a signature three-dimensional element. However, there may be opportunities to integrate two-dimensional elements into paving or seat walls.

Some initial goals for this public art project include:

- Develop high quality works of art that be can experienced over and over again by residents, pedestrians, commuters and visitors.
- Be inviting and compliment the building design and plaza design.
- Function at the large scale of the building and the site, and at the same time at the more intimate pedestrian level.
- Engage the community.
- Ideally use sustainable materials.
- Be interesting during all seasons.
- Incorporate CPTED (Crime Prevention through Environmental Design) principals ([http://en.wikipedia.org/wiki/Crime\\_prevention\\_through\\_environmental\\_design](http://en.wikipedia.org/wiki/Crime_prevention_through_environmental_design)).
- Be consistent with appropriate approved plans (46<sup>th</sup> Street Station Area, Hennepin County Strategic Investment Framework for the Hiawatha Corridor, and the Minneapolis Plan for Sustainable Growth).

The project partners a will kick-off the project with a design charette (details to be determined) after the artist is selected.

### A. Eligibility

The project is open to artists/artist teams in Minnesota.

**Applicants must be readily available during the timeline.** (See Section III.A. below.) The City of Minneapolis encourages emerging artists and persons from various cultures and ethnic backgrounds to apply. Applicants who are ineligible to apply include current City staff, and Minneapolis Arts Commissioners.

### B. Compensation

Selected artists/artist teams will receive a design fee of up to \$100/hour for a maximum total design fee of \$10,000 for public art design. This fee should cover any and all of the costs of supplies, materials, and expenses necessary for related design development and project oversight. Contracts between the artists/artist team and the City of Minneapolis will define stages of completion and a payment schedule. This project will also have a fabrication and construction budget of \$100,000, which will cover all costs including materials, liability insurance, structural engineering, installation, site restoration and development of a maintenance plan. Fabrication and construction will likely be conducted by the artist and by

other contractors. This plan will be negotiated with staff during the design and contract processes.

### C. Project Tasks

The project encourages the artists/artist team to collaborate with the project architects and staff. The artists/artist team's responsibilities include:

1. Participating in a design charette with the project partners and other designers.
2. Reviewing related public art and neighborhood plans.
3. Researching possible themes.
4. Involving the community in design development and, if possible, in fabrication, and participating in approximately two community meetings.
5. Developing artistic concepts and designs.
6. Developing designs that comply with all codes and functional requirements, are constructed of durable materials, and require little repair or maintenance.
7. Developing final drawings, models, presentation materials, and other visual and written items.
8. Presenting concepts and designs to committees, boards, community groups, and others.
9. Participating in an ongoing design review and modification process with input from the staff, architects, and appropriate City committees.
10. Providing ongoing updates to staff.
11. Developing cost estimates.
12. Developing a maintenance plan for the artwork.
13. Fabricating artwork or overseeing fabrication.
14. Installing artwork or overseeing installation.
15. Collaborating with the project engineers on all of the above.
16. Carrying adequate insurance coverage for the project as per the City's General Conditions.
17. Sub-contracting with professionals to provide all necessary engineering.
18. Providing the City with copyright privileges to make two-dimensional reproductions for non-profit use, such as brochures, publicity and web-site publications.
19. Providing the City with documentation of the project, including site plans and images of the fabrication process.
20. If the artwork is integrated into the building's architecture and cannot be removed without being destroyed or modified the artist/landscape architect team will be required to waive their rights according to appropriate sections of the Visual Artists Rights Act of 1990.

## III. Application Process

### A. Project Timeline

Tues. June 12

Wed. June, 27, 3 p.m.

Fri. July 13, 4:00 p.m.

RFP distributed and Website on Line

Informational Workshop, **Oaks Hiawatha Station,**

**4540 Snelling Avenue South** (Note: This is NOT the project site.)

Submissions must be received

Week of July 23	Panel selects finalists
Week of August 6	Finalists interviews; final decision
August	Contract processed
September	Design Charette; design development begins
December	Approved concept
January 2013	Fabrication Begins
Summer 2013	Installation

## B. Proposal Due Date and Location

**Date and Time:** Received by Friday, July 13, 4:00 p.m.

**Location:**

- Paper copy proposals should be sent or delivered to City of Minneapolis, Purchasing Department, Room 552, Towle Building, 330 2nd Avenue South, Minneapolis, MN 55401.
- Electronic proposals should be sent to [rfpresponses@minneapolismn.gov](mailto:rfpresponses@minneapolismn.gov). Please write "Oak Station Place Public Art" in the subject line of the email.

## C. Contact for More Information

All questions regarding this proposal must be submitted in writing to:

Mary Altman, Public Arts Administrator

City of Minneapolis

or 612-673-2728 (fax)

or [mary.altman@minneapolismn.gov](mailto:mary.altman@minneapolismn.gov).

## D. Proposal Format and Submission Materials

Notes: No submission materials will be returned.

### 1. Images: Submit ten (10) images of recent work, *as relevant to this project*

- **Paper proposals should include images** on a compact disc.
- **General Guidelines:** Each image must be a separate file. It must be named with the applicant(s)' last name and a number which corresponds with the Image List. (See the attached form.) No collaged images--one image of each work per file only. Explanatory text should be included on the image list, not within the image itself. Photos, brochures, slides, videos, or web sites should not be submitted and will not be reviewed by the selection panel. No submission materials will be returned.
- **Image Size:** Your image should be 1920 pixels horizontal /1920 pixels vertical, no more than 1.8 MB in file size, and a baseline JPG. Do not submit progressive JPGs. Please size your image to be 1920 pixels on both edges. If your image is not square, please mask your image with black to bring your image to 1920x1920 pixels. (Note: these guidelines are comparable to **CaFÉ™** standards--[www.callforentry.org](http://www.callforentry.org).)
- Photographs, brochures, slides, videos, or web sites should not be submitted and will not be reviewed by the selection panel.

### 2. Written Materials:

- Paper copy proposals should be 8 ½” x 11” and black and white format and on paper suitable for photocopying. **Stapling, special binding methods or proposals in folders or portfolios is not allowed.**
- Electronic proposals should be in PDF format.

Submit **one (1) copy** of the following written materials in the following order:

- **Cover Sheet:** A completed copy of the attached cover sheet.
- **Narrative Description:** A narrative description of your approach to the Scope of Services addressing the tasks defined in section II.C above. Indicate the types of deliverables that you would provide, including sketches, technical drawings, models, electronic presentations, and other visual and written products. ***Not to exceed two (2) pages.***
- **Experience and Capacity:** The current resume(s) of all of the team members involved, including information on background and ability to conduct the tasks listed. ***Not to exceed two (2) pages per member.***
- **Image List:** A completed *one-page* Image List using the attached form. ***Not to exceed one (1) page.***
- **References:** The names, addresses, and daytime phone numbers of three professional references from past projects.
- **Send To:** City of Minneapolis Purchasing Department, Attn: “Oak Station Place Public Art”, Room 552, Towle Building, 330 2nd Avenue South, Minneapolis, MN 55401.

#### F. Selection Criteria

The criteria listed below will be used for evaluating team qualifications, proposed processes and project ideas.

##### 1. Stimulate excellence in urban design and public arts:

- Is the submission, previous work and/or proposed idea engaging and high quality in concept and construction?
- Is the quality of the artist’s previous work comparable to other artwork commissioned by the City?
- Is the artist not over represented in the City’s collection?
- Does the artist have a significant or engaging body of work?
- Does the artist have experience collaborating with architects and other professionals?
- Does the artist have experience with architectural and engineering drawings and methods?
- Does the artist have experience in comparable projects and artistic disciplines?

##### 2. Enhance community identity and place:

- Is the artist familiar with the community and setting and its characteristics, including history, identity, geography and cultures?
- Has the artists' previous work been appropriate to those communities and settings and the above characteristics?
- Does the artist have experience integrating artwork into infrastructure and building function?

**3. Contribute to community vitality:**

- Has the artists' previous projects attracted visitors and residents?
- Does the artists' previous work or proposed process build capacity between the private and public sectors, artists, arts organizations and community members?
- Does the artists' previous work or proposed process encourage civic dialogue about City issues?
- Do the artists' previous projects incorporate or address aspects of public safety?

**4. Involve a broad range of people/communities:**

- Does the artist have experience working with communities and diverse groups?
- Does the artist have a demonstrated ability to address ADA regulations as they apply to public art?
- Does the artists' previous or proposed process celebrate one or more of the City's cultural communities?
- Does the artist have experience in projects that bring people together or create gathering places?

**5. Value artists and artistic process:**

- Does the artist have a unique or appropriate cultural, geographic or artistic perspective?
- Does the proposed project or process appropriately support the integrity of the artwork and the moral rights of the artist?
- Does the proposed project or design process include the artist and the artistic process as a central element?

**6. Use resources wisely:**

- Is the artist's previous work or proposed project sustainable, secure and technically feasible?
- Has the artist's previous work been within the timeline and budget and is the team able to work within the City's timeline and budget?

**G. Selection Panel**

The role of the selection panel is to interpret and review team's previous experience and proposed ideas based on the selection criteria. The panel will include the following representatives:

1. Artist
2. Arts administrator
3. Architect or landscape architect
4. Arts Commissioner
5. A project site representative
6. Public Works staff member
7. An appropriate community representative
8. Two at-large members

# **City of Minneapolis - General Conditions for Contracts over \$50,000**

(Revised 3/2012)

The General Conditions are terms and conditions that the City expects all of its Contractors to meet. By contracting, the Contractor agrees to be bound by these requirements unless otherwise noted in the Proposal. The Contractor may suggest alternative language to any section. Some negotiation is possible to accommodate the Contractor's suggestions.

## **1. City's Rights**

The City reserves the right to cancel the Contract without penalty, if circumstances arise which prevent the City from completing the project.

## **2. Interest of Members of City**

The Contractor agrees that it has complied with Minnesota Statutes, Section 471.87 and Chapter 3, Section 22 of the City Charter. Therefore unless authorized in Chapter 15 of the City's Code of Ordinances, no member of the governing body, officer, employee or agent of the City shall have any interest, financial or otherwise, direct or indirect, in the Contract.

## **3. Equal Opportunity Statement**

Contractor agrees to comply with the provisions of all applicable federal, state and City of Minneapolis statutes, ordinances and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59 and Chapter 363A, and Minneapolis Code of Ordinances, Chapter 139, incorporated herein by reference.

## **4. Non-Discrimination**

The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

If required by the City, the Contractor shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City, setting forth this nondiscrimination clause. In addition, the Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, ancestry, sex, national origin, affectional preference, disability, age, marital status or status with regard to public assistance or status as disabled veteran or veteran of the Vietnam eras, 1991 Gulf and current Afghanistan and Iraq wars, and comply in all other aspects with the requirements of the Minneapolis Code of Ordinances, Chapter 139.

## **5. Disability Compliance Requirements**

All Contractors hired by the City of Minneapolis are required to abide by the regulations of the U.S. Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities. The Contractor will not discriminate against any employee or applicant for employment because of their disability and will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, discharge, compensation and fringe benefits, classification, referral and training. The ADA also requires Contractors associated with the City to provide qualified applicants and employees with disabilities with reasonable accommodation that does not impose undue hardship. Contractors also agree to post in a conspicuous place, accessible to

employees and applicants, notices of their policy on non-discrimination. The above requirements also apply to the Minnesota Human Rights Act, Minnesota Statutes Chapter 363A.

In the event of the Contractor's noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, and the Contractor may be declared ineligible by the Minneapolis City Council from any further participation in city contracts in addition to other remedies as provided by law.

## **6. Insurance**

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract. The Contractor and its sub-contractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions.

## **7. Hold Harmless**

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including reasonable attorney's fees, resulting directly or indirectly from any negligent act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the work or services provided by or through this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statutes, section 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes, Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

## **8. Assignment or Transfer of Interest**

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City, provided, however, that claims for money due or to income due to the Contractor may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice to any such assignment or transfer shall be furnished to the City. The Contractor shall not subcontract any services

under this Contract without prior written approval of the City Department Contract Manager designated herein.

**9. Subcontracting**

The Contractor shall provide written notice to the City and obtain the City's authorization to sub-contract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Contractor shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Contractor has received payment from the City.

**10. General Compliance**

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract.

**11. Performance Monitoring**

The City will monitor the performance of the Contractor against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time after being notified by the City, Contract termination procedures will be initiated. All work submitted by Contractor shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Contractor and shall inform the Contractor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

**12. Prior Uncured Defaults**

Pursuant to Chapter 8, Section 24 of the City's Charter, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

**13. Independent Contractor**

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the work and/or services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of Contractor.

**14. Accounting Standards**

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

**15. Retention of Records**

The Contractor shall retain all records pertinent to expenditures incurred under this Contract for a period of six years after the resolution of all audit findings, with the exception that such records shall be kept for a period of ten years after both the terms of a monitoring Contract have been fulfilled and all audit findings have been resolved for abatement programs. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

**16. Data Practices**

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

**17. Inspection of Records**

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

**18. Living Wage Ordinance**

The Contractor may be required to comply with the "Minneapolis Living Wage and Responsible Public Spending Ordinance", ([http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_255695.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)) Chapter 38 of the City's Code of Ordinances (the "Ordinance"). Unless otherwise exempt from the Ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Contractor and its sub-contractors pay their employees a "living wage" as defined and provided for in the Ordinance.

**19. Applicable Law**

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

**20. Conflict and Priority**

In the event that a conflict is found between provisions in this Contract, the Contractor's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

**21. Travel**

If travel by the Contractor is allowable and approved for this Contract, then Contractor travel expenses must be reimbursed in accordance with the *Contractor Travel Reimbursement Conditions*, which can be found at:

[http://www.minneapolismn.gov/www/groups/public/@clerk/documents/webcontent/convert\\_282125.pdf](http://www.minneapolismn.gov/www/groups/public/@clerk/documents/webcontent/convert_282125.pdf) .

**22. Billboard Advertising**

City Code of Ordinance 544.120 prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

**23. Conflict of Interest/Code of Ethics**

By signing this Contract, the Contractor agrees that it will not represent any other party or other client which may create a conflict of interest in its representation with the City. If the Contractor is unclear if a conflict of interest exists, the Contractor will immediately contact the City representative identified as the Contract Manager in this Contract and ask for an interpretation.

In so far as it relates to its relationship with the City created by this Contract, the Contractor agrees to comply with the City's Code of Ethics, as codified at Minneapolis Code of Ordinances, Title 2, Chapter 15. Contractor certifies that to the best of its knowledge all City employees and officers participating in this Contract have also complied with Title 2, Chapter 15 of that Ordinance as it related to their relationships between the City and the Contractor created by this Contract. Compliance with the Code of Ethics by the Contractor will be in its potential role as an "interested person," "lobbyist," or "lobbyist principal" and not as a "local official" or "local employee" (except to the extent that a Contractor representative or member of its board of directors is already a City official or employee). It is agreed by the Parties that any violation of the Code of Ethics constitutes grounds for the City to void this Contract. All questions relative to this section shall be referred to the City and shall be promptly answered.

#### **24. Termination**

The City may cancel this Contract for any reason without cause upon thirty (30) days written notice. Both the City and the contractor may terminate this Contract if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days written notice has been provided. If termination shall be without cause, the City shall pay Contractor all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Contractor, the City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Contractor. The City may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

#### **25. Ownership of Materials**

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon final approval of the final report or upon request by the City at any time before then. The City may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Contractor.

#### **26. Intellectual Property**

Unless the Contractor is subject to one or more of the intellectual property provisions in the paragraphs below, the City owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in any "Work" created, in progress, produced or completed and paid by this Contract. Work covered includes inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, or other media.

All Work under this Contract will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. The Contractor represents and

warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the term of this Contract. This Contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

## **27. Equal Benefits Ordinance**

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each contractor and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

[http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_261694.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf) .

It is the Contractor's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

## **28. Small & Underutilized Business Program (SUBP) Requirements**

It is the policy of the City of Minneapolis to provide equal opportunity to all contractors, and to redress the discrimination in the City's marketplace against minority-owned business enterprises (MBEs) and woman-owned business enterprises (WBEs). The SUBP, as detailed in the Minneapolis Code of Ordinances Section 423.50, applies to any professional, technical and service contract over \$100,000. Goals are set on proposals based on project scope, subcontract opportunities and projected availability of SUBP firms.

There are no specific goals on this contract. However, should the bidder/proposer find an opportunity to sub-contract with any businesses on this project, you are strongly encouraged to solicit SUBP firms.

For more information on locating certified businesses, please visit [www.dot.state.mn.us/civilrights](http://www.dot.state.mn.us/civilrights) or call the City at 612-673-2112.

# Call for Artists

## COVER SHEET

### Artist #1

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone (day) \_\_\_\_\_  
Phone (eve) \_\_\_\_\_  
Fax \_\_\_\_\_  
Email address \_\_\_\_\_

### Artist #2 (If team)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone (day) \_\_\_\_\_  
Phone (eve) \_\_\_\_\_  
Fax \_\_\_\_\_  
Email address \_\_\_\_\_

*(Attach an additional sheet for more than 2 artists.)*

## Application Checklist

Enclosed are the following submission materials:

- \_\_\_\_ 1) **A Compact Disc with Ten JPEGS** of recent work that best reflects the skills of the artist(s) involved, according to the guidelines described on page 5, section D4 of the attached RFP.
- \_\_\_\_ 2) **Narrative Description:** A narrative description of approach to the Scope of Services. *Up to two standard letter-sized pages.*
- \_\_\_\_ 3) **Experience and Capacity:** The current resume(s) of all of the artists involved. *Not to exceed two pages per artist.*
- \_\_\_\_ 4) **Image List:** *A completed image list using the form attached to the RFP.*
- \_\_\_\_ 5) **References:** The names, addresses, and daytime phone numbers of three professional references.

I/We understand that the materials we submit are public information under the Minnesota Government Data Practices Act and may be shared by the City of Minneapolis with members of the public or the media for informational purposes or as otherwise required by the Data Practices Act. Accordingly, I/we hereby grant a non-exclusive license to the City of Minneapolis to make and distribute a limited number of copies of the submitted materials for the purposes of information and/or evaluation of the artwork related to this RFP and the related Public Art Projects, or as required by the Data Practices Act.

\_\_\_\_\_  
Signature of Artist #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Artist #2

\_\_\_\_\_  
Date

# Call for Artists Image List

Applicant's Name \_\_\_\_\_

<p>1. FILE NAME (Your last name + 01):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>	<p>2. FILE NAME (Your last name + 02):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>
<p>3. FILE NAME (Your last name + 03):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>	<p>4. FILE NAME (Your last name + 04):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>
<p>5. FILE NAME (Your last name + 05):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>	<p>6. FILE NAME (Your last name + 06):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>
<p>7. FILE NAME (Your last name + 07):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>	<p>8. FILE NAME (Your last name + 08):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>
<p>9. FILE NAME (Your last name + 09):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:LOCATION:</p>	<p>10. FILE NAME (Your last name + 10):            ARTIST(S) NAME(S)**:            TITLE OF WORK:            COMMISSIONING AGENCY:            LOCATION:            DATE: MATERIALS:            DIMENSIONS : COMMISSION COST:</p>

This list cannot exceed one page. \* Each file must be named with the artist(s)' last name and a number which corresponds with the Image List. \*\*List other artist collaborators.