

Call for Artists for **Civic Engagement in** *Minneapolis 2040*

City of Minneapolis Community Planning and Economic Development (CPED)

The City of Minneapolis is pleased to invite public and community engaged artists to apply to support and contribute to civic engagement for the city's comprehensive plan, *Minneapolis 2040*. (See page 6 for information on artist eligibility.)



Designed by artist Arlene Birt

Artist Informational Meeting June 23, 3:30 p.m. Application deadline July 11th, midnight, Central Standard Time.

For reasonable accommodations or alternative formats please contact Beth Elliott, Principal City Planner, Community Planning and Economic Development, beth.elliott@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

I. Minneapolis 2040

What is Minneapolis 2040?

[Minneapolis 2040](#) is the name of the City's comprehensive plan update. It will shape citywide policies and priorities, working toward a unified vision for Minneapolis in 2040. It establishes a long-term vision for the growth and physical development of the city and acts as a policy framework to guide planning, zoning and development decisions. *Minneapolis 2040* will address such topics as land use, housing, jobs, transportation, parks and open spaces, public health, and water resource management. The City is currently engaged in a public visioning process that will inform and shape Minneapolis 2040.

How will the city use Minneapolis 2040?

Minneapolis 2040 will provide guidance to elected officials, City staff, developers and other businesses, neighborhood groups and other community stakeholders to ensure progress toward a common vision. The City of Minneapolis refers to the comprehensive plan when:

- ✓ Designing and implementing a wide variety of City policies and programs;
- ✓ Developing and adopting neighborhood, small-area and citywide plans;
- ✓ Reviewing and approving project-specific site plans and land-use applications;
- ✓ Reviewing and approving public land-acquisition and disposition proposals;
- ✓ Planning and prioritizing capital improvement and infrastructure projects; and
- ✓ Determining priorities for public financing of projects and programs.

Why is the city updating its comprehensive plan?

State law requires the City of Minneapolis to update its plan periodically. To meet regional planning requirements overseen by the Metropolitan Council, the City must complete an updated plan in 2018. The last major update was approved in 2009, although there have been amendments since then.

Why civic engagement?

Civic engagement is a means for all people to bring their thoughts and voices to the plan. Civic engagement is a forum for these groups and individuals to share their ideas, backgrounds, priorities, experiences, and expertise to collectively achieve a shared vision and outcome. The development of *Minneapolis 2040* provides an opportunity for residents, workers, and visitors to promote quality of life in the Minneapolis community in a manner that everyone can benefit from. The engagement plan is the vehicle for conversations that will help guide the city's long range policy. The Minneapolis community will assist in the creation of *Minneapolis 2040* and the final plan will reflect that participation.

II. Involvement of Artists in Civic Engagement Process

The City of Minneapolis formally supports incorporating the arts into engagement processes. City staff regularly collaborates with artists in creative and new ways. One of these major initiatives occurred in 2013

and 2015-2016 with the Creative CityMaking project, an innovative cross sector collaboration between Intermedia Arts and the City of Minneapolis providing opportunities for artists and City departments to leverage and apply the skills and resources of the creative community towards city goals. Community-based artists, creative practitioners, arts organizations, and the use of creative engagement tools can be beneficial in many ways, including:

- Focusing on equity in engagement
- Reaching out to and engaging diverse populations by using art as a common denominator
- Translating a “bureaucratic process” into something tangible and accessible
- Making planning more fun, creative, and inviting

CPED Long Range Planning intends to involve artists and make use of creative engagement tools throughout the three-year comprehensive plan update process. This specific request is for artist collaboration opportunities in 2016 during the second phase of the planning process, Key Directions.

The purpose of Key Directions is to identify and develop important themes for the plan to address and to provide the overall structure and outline for developing the comprehensive plan update. During the Key Directions phase, community input will inform the plan priorities through a major public outreach effort in the fall of 2016.

III. Artists Involvement in *Minneapolis 2040* Civic Engagement

The City of Minneapolis is seeking artists/artist teams to assist in engaging with audiences that would traditionally be underrepresented in civic life. The engagement plan is centered on a set of overall goals and objectives for:

- Meaningful and relevant dialogue
- Inclusive representation
- Access to information and opportunities
- Contributions that have impact
- Creating empowering experiences
- Effectively using resources

Artists and creative practitioners are invited to apply to work with the City to design, create, and implement one or more of the following projects, although each artist or team will only be selected for one.

A. Mobile Engagement Tool: \$30,000

The purpose of this project is for an artist or artist team to design and fabricate a highly portable and durable engagement tool that can be used for indoor and outdoor engagement activities such as street and cultural festivals and large events. The design will be a collaborative process in partnership with the CPED *Minneapolis 2040* Civic Engagement Team. Besides being portable and durable, the mobile engagement tool should also be storable with flexible options for use. The allocated budget will include artists’ fees, fabrication costs, and any subcontracted professional services (if any are sought). Artists applying for this project should have experience in social practice engagement, and, preferably in created mobile tool engagement tools. Project tasks will include:

- Developing and refining artistic concepts and designs.
- Developing designs that comply with all codes and functional requirements, are constructed of durable materials, and require little repair or maintenance.
- Developing final drawings, models, presentation materials, and other visual and written items.
- Presenting concepts and designs to committees, boards, community groups, and others.
- Participating in an ongoing design review and modification process with input from the staff and appropriate City committees.
- Providing ongoing updates to City staff.
- Developing reliable cost estimates and a final budget.
- Developing a maintenance plan for the artwork.
- Fabricating artwork or overseeing fabrication by others.
- Delivering the artwork to engagement sites.
- Carrying adequate insurance coverage for the project as per the City's [Standard Agreement, Exhibit A](#).
- Sub-contracting with professionals to provide all necessary engineering.
- Providing the City with copyright privileges to make two-dimensional reproductions for non-profit use, such as brochures, publicity and web-site publications.
- Providing the City with documentation of the project, including site plans, images of the fabrication process, information on all fabricators and subcontractors and material specifications.
- The artist/artist team will be required to waive their rights according to appropriate sections of the [Visual Artists Rights Act of 1990](#).
- Attending up to 12 engagement events with City staff or independently. Events will be determined collaboratively with the Civic Engagement Team.
- Gathering community input during an event, recording that input, and working with City staff to ensure that the data gathered is relevant, useable, and can inform the Comprehensive Plan.
- Sharing ideas on effective engagement strategies.
- Modifying the tool as necessary after testing it at engagement events.
- Storing the tool for the duration of the artist's/artist team's contract.

B. Key Directions Social Practice Project: \$20,000

The purpose of this project is to hire an artist or artist team to assist in engaging public meeting attendees during a set of *Minneapolis 2040* Key Directions meetings, which will take place at the end of October 2016. A social practice artist will be charged with being a major contributor in designing meetings that are fun, thought-provoking, interactive, and family-friendly. The above budget will include all artists' fees and cover all fabrication that occurs outside of the budget for non-artistic elements in the project. Project tasks will include:

- Developing and refining engagement concepts, and designing all necessary artistic elements to deploy at meetings.
- Developing designs that comply with all codes and functional requirements, are constructed of durable materials, and require little repair or maintenance.

- Developing final drawings, models, presentation materials, and other visual and written items.
- Presenting concepts and designs to committees, boards, community groups, and others.
- Participating in an ongoing design review and modification process with input from the staff and appropriate City committees.
- Collaborating with and providing ongoing updates to, City staff.
- Developing reliable cost estimates and a final budget.
- Developing a maintenance plan as needed for any created artwork or engagement tool.
- Fabricating artwork or overseeing fabrication by others.
- Working closely and coordinating with hired engagement consultants and other artists.
- Delivering and installing any created artwork.
- Carrying adequate insurance coverage for the project as per the City's [Standard Agreement, Exhibit A](#).
- Sub-contracting with professionals to provide all necessary engineering.
- Providing the City with copyright privileges to make two-dimensional reproductions for non-profit use, such as brochures, publicity and web-site publications.
- Providing the City with documentation of the project, including site plans, images of the fabrication process, information on all fabricators and subcontractors and material specifications.
- The artist/artist team will be required to waive their rights according to appropriate sections of the [Visual Artists Rights Act of 1990](#).
- Promoting the event with diverse audiences in coordination with CPED.
- Participating on the CPED *Minneapolis 2040* Civic Engagement Team.
- Assisting in the design of engagement questions for the Key Directions public meetings.
- In coordination with City staff, facilitating discussions during the meetings.
- Assisting City staff in analyzing feedback from the meetings.

C. Key Directions Happenings Project: (\$4,000)

The purpose of this project is to hire an artist or artist team to assist in engaging the community during a set of *Minneapolis 2040* Key Directions meetings at the end of October 2016. This commission will result in an artist-designed performance or happening performed during these meetings. The artistic work may include but is not limited to a scripted performance, improvisational theater, interactive performing arts, movement, music, song, and/or dance. The Happenings could be in one of a number of different mediums and will raise awareness of comprehensive plan related issues and offer thought-provoking questions for the audience to consider related to the plan. The allocated budget will include artists' fees, fabrication or production costs, and any subcontracted professional services or equipment costs (if any are sought). Project tasks will include:

- Developing and refining artistic concepts and designs.
- Participating in an ongoing design review and modification process with input from the staff and appropriate City committees.
- Providing ongoing updates to City staff.
- Working closely and coordinating with the engagement consultants and other artists.
- Developing reliable cost estimates and a final budget.

- Carrying adequate insurance coverage for the project as per the City's [Standard Agreement, Exhibit A](#).
- Providing the City with copyright privileges to make two-dimensional reproductions for non-profit use, such as brochures, publicity and web-site publications.
- The artist/artist team will be required to waive their rights according to appropriate sections of the [Visual Artists Rights Act of 1990](#).
- Working with the plan's internal Core Staff Team to become familiar with the plan process and topics.
- Designing a performance piece that relates to the comprehensive plan and Key Directions topics.
- Performing at the meetings.

IV. Eligibility

Please read the eligibility requirements over carefully before applying.

A. Eligibility

- The project is open to artists or artist teams who reside within Minnesota. Teams are limited to two artists.
- **Artists applying must be readily available during the timeline** and must personally attend the finalist interviews (see section V.A. below).
- Artists must have demonstrated experience working on public engagement processes.
- The City of Minneapolis encourages persons from various cultures and ethnic backgrounds to apply, and is seeking artists who have a strong knowledge of working in cities with diverse communities.
- Artists who are ineligible to apply include current City staff and Minneapolis Arts Commissioners. Organizations, galleries and public art consultants are also ineligible.
- The City is open to considering artists who work in a range of media, however, please note that artists should have experience creating durable works of art in climates and circumstances similar to Minneapolis.

B. Compensation

A contract between the artist/artist team and the City of Minneapolis will define stages of completion, exact fee, and a payment schedule.

V. Application Process

A. Project Timeline

June 14, 2016

Call for Artists Distributed

June 20, 2016, 4 p.m.

First Deadline for Questions

June 23, 2016, 3:30 p.m.	Artist Informational Meeting, 3:30-4:30 p.m. Crown Roller Mill Innovation Center, 105 5 th Ave S, room 150
June 24, 2016, 4 p.m.	First Posting of Answers
July 1, 2016, 4 p.m.	Final Deadline for Questions
July 6, 2016, 4 p.m.	Final Posting of Answers
July 11, 2016	Call for Artists Deadline (midnight, Central Standard Time)
Week of July 18, 2016	First Panel Meeting/Finalists Notified
Week of August 1, 2016	Finalists Interviews and Selection of Commissioned Artists
Middle of August 2016	Artists under Contract
Middle of August 2016	Design Begins

B. Proposal Due Date and Submittal Process

Date and Time: Received by July 11 at midnight, Central Standard Time

Proposals may be sent by email to beth.elliott@minneapolismn.gov. *Please note that this mailbox has a limit of 10MB, and you will most likely need to email a link to your full application at a document storage website, such as Dropbox.*

Applications must be emailed. Applications that are mailed, faxed, incomplete, or late will not be accepted. Artists will be notified of panel recommendations by email.

C. Contact for More Information

All questions regarding this proposal must be submitted **via email** to:
Beth Elliott, Principal City Planner
City of Minneapolis
beth.elliott@minneapolismn.gov

The questions and answers to all artists will be posted on the [Minneapolis 2040 website](#) according to the timeline listed in section VI.A. above.

D. Proposal Format and Submission Materials

Artists who desire to submit for more than one of the project opportunities listed in section III above may either submit one proposal, and indicate in the appropriate question the opportunities for which they are applying, or they may submit multiple proposals, one for each opportunity.

VI. Proposal Format and Submission Materials

Images: Submit ten images of recent work, *as relevant to this project.*

1. **General Guidelines:** Each image must be a separate file. It must be named with the artist(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. Brochures, videos, or web sites should not be submitted and will not be reviewed by the selection panel
2. **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.)

Written Materials:

Proposal packets should be 8 ½" x 11" format. *Please do not collage images into your written materials.* Submit 1 copy of the following written materials in the following formats and the following order:

1. **Cover Sheet:** A completed copy of the attached cover sheet.
2. **Narrative Description:** A narrative description of your approach to the Scope of Services addressing the tasks defined in section III above. Include other commitments, time frames during which you would be unavailable and other limitations on your schedule. **Not to exceed two pages.**
3. **Experience and Capacity:** The current resume(s) of all of the artists involved, including information on background and ability to conduct the tasks listed. **Not to exceed two pages per artist.**
4. **Image List:** A completed *one page* Image List. **Not to exceed one page.**
5. **References:** The names, addresses, and daytime phone numbers of three professional references from past projects.
6. **Send** by email to beth.elliott@minneapolismn.gov. **Please note that this mailbox has a limit of 10MB, and you will most likely need to email a link to your full application at a document storage website, such as Dropbox.**

VII. Selection Criteria

The criteria listed below will be used for evaluating artist/artist team previous experience, 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?
 - Does the artist have a significant or engaging body of work?
 - Does the artist have experience in comparable projects and artistic disciplines?

2. Enhance civic identity and place:

- Is the artist familiar with the city of Minneapolis and its characteristics, including history, identity, geography and cultures?
- Has the artist's previous work focused on civic issues and successfully invited engagement on the above characteristics?
- Does the artist have experience integrating artwork into community engagement activities?

3. Contribute to community vitality:

- Has the artist's previous projects attracted visitors, residents, and community members?
- Does the artist's previous work or proposed process build capacity between the private and public sectors, artists, arts organizations and community members?
- Does the artist's previous work or proposed process encourage civic dialogue about Minneapolis issues?

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 this project?
- Does the artist's previous or proposed process celebrate one or more of Minneapolis' cultural communities?
- Does the artist have experience in projects that bring people together?

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?
- Do the artist's previous projects include the creative process as a central element?

6. Use resources wisely:

- Is the artist's previous work or proposed project sustainable, durable, maintainable, 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?

VIII. 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. Two Engagement Team members
3. Representative from Department of Neighborhood and Community Relations
4. Arts administrator
5. Arts Commissioner
6. An appropriate community representative
7. Two at-large members

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 _____

I am applying for (check one or more):

- ____ 1) **Mobile Engagement Tool:** Create a portable tool for engagement.
- ____ 2) **Key Directions Social Practice Project:** Design and implement an inclusive engagement strategy for two large events.
- ____ 3) **Key Directions Happenings Project:** Engage the public at two large events through a performance of scripted or unscripted material.

Enclosed are the following submission materials:

- ____ 1) **10 JPEGs** of recent work that best reflects the skills of the artist(s) involved, according to the guidelines described on pages 2 and 3 of the attached Call for Artists.
- ____ 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.*
- ____ 5) **References:** The names, addresses, and daytime phone numbers of three professional references.

Proposals must be sent to beth.elliott@minneapolismn.gov. Please note that this mailbox has a limit of 10MB, and you will most likely need to email a link to your full application at a document storage website, such as Dropbox.

I/We understand that the materials we submit are public information under the Minnesota Government Data Practices Act and may be shared by the Hennepin County or 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.