



**REQUEST FOR PROPOSALS
PUBLIC ART STRATEGY**

Issued: May 9, 2022

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Planning & Economic Development Department
City of Corning, New York
Public Art Strategy

BACKGROUND

The City of Corning, population 10,551, is a regional urban center providing employment, services, and housing options for residents and visitors. The City includes 3.2 square miles within a narrow valley along the Chemung River.

The City's governing body is the City Council composed of an elected Mayor and eight Councilmen. In 1996, the City amended its Charter to adopt the Council-Manager Plan. The City Manager is the Chief Executive Officer.

The City is requesting the submittal of proposals from qualified consulting firms to prepare a city-wide public arts strategy which clearly articulates recommendations and means to enhance the long term opportunities for public art in the community. The committee has defined public art as:

Public art is art that exists within the City of Corning, either outside or within buildings, that is free and accessible to all. This art can be permanent or temporary, traditional or contemporary, functional or nonfunctional, historic or symbolic and may be owned by the City of Corning or by a private entity.

The strategy should take into consideration funding opportunities, both competitive or discretionary, from other levels of government, foundations, and private contributions.

Corning has an active, innovative, and renowned arts community that includes: an internationally acclaimed glass museum; a museum of American art; a community arts center; an arts service organization; several art galleries; numerous private studios; existing public art, and a long-established mural program. Public art is found throughout the city including in the corridors of City Hall. For a partial list of existing public art, please see: <https://www.earts.org/programs/public-art-projects/city-of-corning-public-art-map/>. Prior to the pandemic, the museums alone brought in more than 270,000 visitors annually.

Attached in Appendix A is a list of arts organizations within the city which may be useful for interested firms in estimating the size of this project.

PRIORITIES

The City places high emphasis on the following priorities:

1. The strategy should meet the needs of current and future demographic populations.
2. The City has a strong history of providing services through Public-Private partnerships and desires the art strategy to continue this method of implementation.
3. The City desires a plan which adheres to social, environmental, and financial sustainability.

4. The City has a long history of historic preservation and the strategy should not conflict with those efforts.
5. The City conducts its planning with consideration to linkages to the larger region. The Art Strategy should be developed within this context.

PUBLIC ART COMMITTEE AND CITY STAFF

The consultant is hired and reports to the Planning & Economic Development Director. However, the primary function of the consultant is to assist the City Manager and the Planning and Economic Development Director with providing specialized staff support to the Public Arts Committee which exceeds our current capacity. The committee has a high degree of expertise in the arts and will play an active role in driving the strategy's development. The Committee is high functioning, positive, and visionary. The Committee's charge is as follows:

The City of Corning Public Art Committee is charged to develop and recommend to the City Council a strategic plan to cultivate and expand public art in the City of Corning, with the clear aim to enhance and propel the City of Corning as a city of and for the arts.

The City anticipates the consultant will design and implement a highly collaborative and public process which results in the consultant preparing a city-wide public arts strategy that the Committee recommends to the City Council for approval. The successful firm will build ample time into the planning process to build organization and community consensus for the strategy. To this end, the City has professional staff and several community stakeholder groups are willing to assist with facilitating public meetings, provide background content, and help draft some of the recommendations to reduce cost and ensure the strategy is reflective of the community's character. This assistance can be further discussed and negotiated as part of the final scope of work at the time of award.

SCOPE OF WORK

The selected proposer will be required to address the following Scope of Work:

The selected firm will be required to provide the following deliverables:

1. Provide the Planning and Economic Development Director with monthly activity and progress reports linked to the scope of work, deliverables, and the agreed upon schedule.
2. Provide and present a draft strategy in both hard and electronic form as per the agreed upon schedule.
3. Provide and present a final strategy in both hard and electronic form as per the agreed upon schedule. The final presentation shall be made before a joint meeting of the Public Art Committee and the City Council to reduce consultant travel costs.
4. The final strategy must be in Microsoft Word format to allow the City Staff, the Committee and City Council the ability to make edits before adoption.
5. All work products produced by the firm shall be the property of the City of Corning for it to use without any limitations.

METHODS AND MEANS

The proposer is required to present their methods and means to address the scope of work. The proposer is invited to present alternatives to the scope of work provided such alternatives will address the City's project goals and enhance the final product.

TIMELINE

The City anticipates selecting a firm and issuing a notice to proceed within 45 days of the closing date. The selected consultant should be prepared to complete the project within 12 months from the date of an executed purchase agreement.

PAYMENT

Payment will be via a City purchase agreement for professional services. Invoices should be made at the 25%, 50%, 75% and 100% completion marks. All invoices must be submitted by the 15th day of the month to be paid during the 1st week of next month.

SUBCONTRACTORS

The proposer is required to identify any subcontractors to be utilized. The proposer should present the subcontractor's qualifications and expertise as related to the Scope of Work. The proposer should also state the estimated percentage of work to be provided by each subcontractor.

INSURANCE COVERAGE

The following kinds and amounts of insurance shall be procured upon selection and maintained throughout the duration of services.

1. Worker's Compensation Insurance in the amounts required by law to provide protection for employees of the firm in the event of job-related injuries.
2. Commercial General Liability Insurance having a combined single limit of \$1,000,000 for bodily injury and property damage resulting from any one accident.
3. Automobile Liability Insurance having a limit of \$1,000,000 for bodily and property damage resulting from any one accident.
4. Professional Liability or Errors and Omissions Insurance having limits of \$500,000 per claim and \$1,000,000 aggregate liability.

For items 1-4, the City must be named an additional insured with such coverage to be primary and non-contributory. The selected firm shall provide the City with current Certificates of Insurance showing the required limits and terms. The Certificates shall also provide for thirty (30) days written notice by the insurance company prior to cancellation or material change in policy coverage.

TERMS OF AWARD

The City of Corning reserves the right to reject any or all proposals, and the City reserves the right to negotiate the scope of services, costs or other terms and conditions with any individual/firm submitting a proposal.

SUBMITTING PROPOSALS

Proposals must contain:

Section I: A detailed statement of qualifications demonstrating ability and capacity to complete the scope of work. The proposer should identify specific staff to be assigned to the project, their respective responsibilities and qualifications.

Section II: Presentation of the proposed methods and means to complete scope of work.

Section III: A proposed project schedule providing sufficient on-site time for interaction with City representatives, stakeholders, and residents.

Section IV: Presentation of at least three similar projects completed by the proposer within the last five years, including contact information for each client to serve as professional references.

Section V: A cost proposal which includes a chart showing the hourly rate of each team member. The total proposed budget shall be stated as a lump sum not to exceed amount and be supported by stated hourly rates/cost allocated for the respective scope of work component or deliverable.

Eight (8) hard and one electronic copy of the proposal must be received by the Planning and Economic Development Director on or before 12:00 PM, June 8, 2022. Fax and emailed submissions will not be accepted. All proposals must be submitted to:

Jennifer Miller
Planning and Economic Development Director
500 Nasser Civic Center Plaza
Corning, New York, 14830

Questions regarding this Request for Proposals must be submitted in writing to Mrs. Miller at least fourteen (14) days before the submission deadline.

CONSULTANT SELECTION

Upon receipt of proposals, the Public Art Committee and City staff will review and score each submittal. The City may request additional information from proposers. Proposers should also be available for interviews and site visits at the invitation of the City. Any such interviews and onsite visits will be at the proposer's expense. An award to the successful firm will be made by the Planning & Economic Development Director.

Rating and selection of the consultant will be based on the following criteria:

1. Qualifications of assigned staff and proposer's experience with similar projects. (25%)
2. Proposed methods and means. (25%)
3. Project schedule (20%)
4. Cost proposal (20%)
5. MWBE Certifications (10%)

APPENDIX A

1. The ARTS Council of the Southern Finger Lakes (eARTS.org)
2. Atrium Gallery at Corning Community College (corning-cc.edu/galleries)
3. 171 Cedar Arts Center (171cedararts.org)
4. The Corning Museum of Glass (cmog.org)
5. Corning-Painted Post Civic Music Association (corningcivicmusic.org)
6. Gustin's Gallery Goldsmiths (gustinsgallery.com/)
7. Hands On Glass Studio (handsonglass.com)
8. Kaleidoscope Music Studios (kaleidoscopesociety.org/music)
9. The Orchestra of the Southern Finger Lakes (osfl.org/)
10. The Rockwell Museum (rockwellmuseum.org)
11. Vitrix Hot Glass Studio (vitrixhotglass.com)
12. West End Gallery (westendgallery.net)
13. Numerous private studios in multiple disciplines