

Request for Proposals

Art Consultant - City Portable Art Collection



Background Information

Over many years, the City of Minneapolis has developed a modest collection of approximately 125 portable artworks, most of which are two-dimensional. This includes 13 paintings created during the WPA, 66 mounted photographs by Wing Young Huie and a half dozen models of public artworks. Many of these works are on currently on display but are being removed as the City begins to move into the [new Public Service Building](#) in late 2020. This Request for Proposals seeks a consultant to review and research these works and make recommendations for which to retain, which should be examined by a conservator, and which to de-access; as well as installing the appropriate works in the Public Service Building.

Overall Scope

- Review approximately 125 artworks in the City's portable collection. (Lists and photos of these works will be made available to potential applicants who have completed the Intent to Apply form (see below).
- Remove the works and store them until they are reframed, installed or de-accessed.
- Conduct a moderate amount of research about the artworks and artists to support the City in making decisions as to the future of the works.
- Make recommendations for works to be examined by an art conservator.
- Discuss possible locations in the new building and City Hall with staff.
- Develop a draft budget for re-framing works (remounting, frame repair, etc.) and creating wall cases for works to be installed in the Public Service Building.
- Based on the criteria for the office building, make recommendations for artworks to install in the Public Service Building and City Hall.
- Create a document summarizing these recommendations.
- Present recommendations to Facilities, Space and Asset Management Committee (FSAM) and the Public Art Advisory Panel. (Ultimately, the decision goes to the Arts Commission for approval, however, a presentation is not needed there.)
- Oversee any reframing and the construction of cases or conducting framing and case construction through this scope as an optional time and materials.)
- Install works in the new office building.
- Transport works as needed.
- De-access works as needed (sales, donation, recycling, return to the artist).
- Draft policies and procedures for requests to de-install works or install new works in the future.
- Make recommendations for locations for a small number of future acquisitions.

Deliverables

- A document with:
 - Background research on the artworks.
 - Analysis of possible locations in the new building
 - Recommendations for works
 - To be installed at the locations.
 - To be retained for future installation at City Hall.
 - To be examined by a conservator.
 - That need to be displayed in a case
 - Works to be reframed or need cases.
 - To de-access--whether works should be disposed of, donated or sold.
 - A budget for reframing works, creating wall cases and installation of works in the new building.

Recommended policies and procedures document(s) for considering request to future requests to remove artworks and install additional artworks.

Eligibility

All applicants must be eligible to be included in the City's [Target Market program](#).

Qualifications and Experience

- Considerable experience in art-handling and installing.
- Experience in similar projects with similar type clients.
- Experience with government preferred.

Timeline

- RFP Posted November 19, 2020
- Intent to apply due. December 3, 2020, 4 p.m.
The intent to apply form is [here](#)
- Questions and answers due December 3, 2020, 4 p.m.
to mary.altman@minneapolismn.gov
- Questions and answers posted [here](#). December 7, 2020
- Deadline for submittals December 18, 2020 4 p.m.
- Recommendations to the FSAM and the Public Art Advisory Panel March 28, 2021

- Work installed in the new building June 2021

Criteria for the Public Service Building

- Create a public space that is inviting, pleasant and compelling for visiting businesses and residents.
- Reflect the culture and diversity of the city through history and storytelling.
- Reflect the mission of public service, the City's commitment to transparency and educate the public about the City services.
- Support a work environment that promotes wellness, a diversity of work styles, collaboration, and innovation.
- Be thoughtfully integrated into the architectural identity and design, materials, and palette.
- Be contemporary, yet timelessly elegant, and meaningful.
- Enhance the focal points, entrances, plazas and wayfinding systems.
- Celebrate the sustainability goals of this project and the facility.
- Be durable and maintainable in Minneapolis' climate and urban environment.

Submittals

Submit the following materials to the Sharepoint folder sent to you:

- Describe three similar projects from the last five years, and include information about the timeline, scope of the project, budget and references.
- Submit a resume of each person working on the project. Submit a project budget with:
 - Itemized costs per task;
- Hourly rates;
 - A not to exceed total budget amount and
 - Percentage of sales.

Questions should be sent to mary.altman@minneapolismn.gov by December 3, 2020 4 p.m.
Please do not email proposals.