



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** April 6, 2023

Staff Contact: Jennifer Budge, Parks, Recreation and Open Space Director

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed Request for Qualifications ("RFQ") for the South Carson Street/South Stewart Street Roundabout Public Art Project. (Sierra Scott, siscott@carson.org)

Staff Summary: The roundabout at the intersection of South Carson Street and South Stewart Street is part of the recently completed South Carson Complete Streets Project. A "gateway monument" public art feature in center of roundabout has been discussed and envisioned for the last five years with Carson City first allocating funding for the project in 2018. The proposed RFQ was created in accordance with the approved Carson City Public Art Policy to seek proposals from qualified artists or artist teams through a competitive process and is being brought to the Board of Supervisors for review and approval prior to publishing.

Agenda Action: Formal Action / Motion **Time Requested:** 15 minutes

Proposed Motion

I move to approve the RFQ as described on the record and direct staff to proceed with the RFQ.

Board's Strategic Goal

Quality of Life

Previous Action

January 30, 2023 (Item 5C): The Carson City Cultural Commission voted to recommend to the Board of Supervisors the scope of work and project goals for the South Carson Street/South Stewart Street Roundabout Public Art Project.

Background/Issues & Analysis

The recently completed South Carson Street and South Stewart Street roundabout was part of the South Carson Complete Streets Project. In the spring of 2018, Carson City was 1 of 41 projects out of 900+ applications to be awarded the Transportation Investment Generating Economic Recovery ("TIGER") grant for \$7.57 million by the United States Department of Transportation, which described the project as an "important investment in Carson City's infrastructure with a focus to improve pedestrian safety and mobility in the area, and enhance commercial and business access." The project included landscaping, multi-use paths, street lighting, enhancements consistent with the Americans With Disabilities Act ("ADA"), the new roundabout, illuminated pedestrian crossings, enhanced business access, pavement reconstruction and storm water and other utility improvements.

One of the focal points of the corridor revitalization is the roundabout at the intersection of South Carson Street and South Stewart Street. This roundabout serves as an inviting gateway connecting the busy commercial corridor of South Carson Street and historic downtown Carson City which includes many shops and

restaurants as well as the Nevada State Capitol and Legislature. The public art piece in the roundabout will be seen as a celebration of our community and provide welcoming aesthetics to pedestrians, cyclists and motorists entering from all directions of the roundabout.

The South Carson Complete Streets project has been a part of the City’s master plan for over 10 years, with the vision of a public art piece at the center of the Roundabout being discussed and envisioned for the last five years. The City first allocated funding in 2018 for the South Carson Street/South Stewart Street Roundabout Public Art Project and subsequently formed a working group consisting of elected officials, business representatives, artists, residents and City staff. The goal is to install a permanent work that reflects the Carson City community and its history, is unique to Carson City, can be easily maintained, is designed to be durable and will not impede the safety of motorists or pedestrians.

This project supports the goal of "Quality of Life and Community" from the Carson City Fiscal Year ("FY") 2022-2026 Strategic Plan by achieving the following objective: "Engage Arts & Cultural Assets - Integrate art into gateway improvements (corridor), parks and other capital projects."

This project also supports the following objective from the 2022-2026 Carson City Arts & Culture Strategic Plan: "Prepare a public art policy and oversee a public art program for the creation and inclusion of artwork in public spaces that reflects the City’s unique cultural heritage and identity, to enhance our cityscape and the artistic richness of the capital city."

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Public Art Policy; Carson City 2022-2026 Strategic Plan; Carson City 2022-2026 Arts & Culture Strategic Plan

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Redevelopment Revolving Fund, Downtown Entry Signs 6037510-501418; Carson City Culture and Tourism Authority 7407254-506601 A&C PROJECT DONATIONS.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Current budget available in FY 2023 from Redevelopment Fund is \$25,000 approved in FY 2018. On February 6, 2023, the Redevelopment Authority Citizens Committee recommended allocating an additional \$50,000 for the Roundabout Public Art Project from the FY 2024 discretionary funds due to increasing costs and inflation over the past several years. Therefore, if the FY 2024 recommendation is approved as part of the FY 2024 budget process on May 18, 2023, the total amount available as of July 1, 2023 would be \$75,000. Additionally, \$75,000 is to be donated from the Carson City Culture & Tourism Authority’s FY 2024 budget on July 1, 2023, for a total available budget of \$150,000.

Alternatives

Do not approve the RFQ and/or provide alternative direction to staff.

Attachments:

[South Carson Street Roundabout Public Art RFQ DRAFT 3.30.23.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



Carson City, NV
South Carson Street/South Stewart Street Roundabout Public Art
Request for Qualifications No. 23300324

This Is Not an Order

Release Date: **TBD**

Carson City ("City") is seeking an artist or artist team to design, fabricate and install a free-standing, outdoor, original sculpture at the South Carson Street/South Stewart Street Roundabout ("Roundabout"). The City's Public Art Panel will select a project to recommend to the Carson City Cultural Commission and Board of Supervisors through a two-phase process. Phase 1 evaluation will seek to establish a pool of up to three well-qualified artists or artist teams. Phase 2 evaluation will focus on evaluating detailed proposals for the Roundabout from the pool of artists or artist teams selected at Phase 1.

Phase 1 Deadline: The materials required for Phase 1 evaluation shall be submitted online at <https://www.callforentry.org/> by no later than 11:59 pm (PST), on May 26, 2023.

Phase 2 Deadline: For those artists selected to make proposals in Phase 2, the materials required for Phase 2 evaluation shall be submitted online at <https://www.callforentry.org/> by no later than 11:59 pm (PST), on September 1, 2023.

Project Budget: \$140,000

1. About Carson City

Carson City is a consolidated municipality and political subdivision of the State of Nevada. It is also the State's capital, and its name is derived from frontiersman Kit Carson. As of the 2020 census, Carson City's population was 58,639. Carson City is about 30 miles (50 km) south of Reno, NV. Carson City originated as a stopover for California bound emigrants, before developing into a small city soon after the Comstock Lode, a large silver ore deposit in the mountains to the northeast, was discovered around 1859. Carson City was designated as the state capital when Nevada became a state in 1864. For much of its history Carson City was also a hub for the Virginia & Truckee Railroad, although the Railroad's tracks were removed in the 1950s. Prior to 1969, Carson City was also the county seat of Ormsby County, but in 1969, Ormsby County was abolished and its territory was merged with Carson City to form the consolidated municipality of Carson City. With the consolidation, the City limits today extend west into the Sierra Nevada to Lake Tahoe. For more information: <https://www.carson.org/our-city/history>

The Carson City symbols and emblems can be found in Carson City Municipal Code 1.06: https://library.municode.com/nv/carson_city/codes/code_of_ordinances?nodeId=TIT1GEPR_CH1.06CIS_YEM

2. About the Project

General Background:

Carson City recently completed the South Carson Complete Streets Project, an approximately \$20 million project that was the largest corridor revitalization project in the City's history. That Complete Streets Project became feasible in the spring of 2018, when Carson City was 1 of 41 applicants selected from a pool of more than 900+ to be awarded the highly competitive Transportation Investment Generating Economic Recovery (TIGER) grant for \$7.57 million by the United States Department of Transportation, which described the project as an "important investment in Carson City's infrastructure with a focus to improve pedestrian safety and mobility in the area, and enhance commercial and business access." The project included landscaping, multi-use paths, street lighting, ADA enhancements, the new roundabout, illuminated pedestrian crossings, enhanced business access, pavement reconstruction, and stormwater and other utility improvements. For more details:

<https://www.carson.org/government/departments-g-z/public-works/carson-proud/south-carson-street>

One of the focal points of the corridor revitalization is the roundabout at S. Carson Street and S. Stewart Street. This roundabout is intended to serve as an inviting gateway connecting the busy commercial corridor of South Carson Street and historic downtown Carson City which includes many shops and restaurants as well as the sites for Nevada's three branches of government: the Nevada State Capitol, Legislative Building, and Supreme Court.

This Call to Artists seeks a public art piece for that roundabout that will celebrate our community and provide welcoming aesthetics to pedestrians, cyclists, and motorists entering from all directions of the roundabout.

The South Carson Complete Streets project has been a part of the City's master plan for over 10 years, with the vision of a "gateway monument" at the center of the roundabout. Carson City first received match funding in 2018 for the South Carson Street Roundabout Public Art Project and subsequently formed a working group consisting of elected officials, business representatives, artists, residents, and City staff. This group identified the following goals for the public art piece:

1. Be site-specific, unique, and inviting
2. Incorporate Carson City symbols, emblems, culture and/or history
3. Include clean, simple lines
4. Be an iconic "gateway" piece
5. Be aesthetically appealing from all directions

Project Location:

The public art solicited would be installed in the center of the new roundabout at S. Carson Street and S. Stewart Street along one of the City's major roadway corridors. Nearly 16,000 vehicles pass through this roundabout each day. This traffic is expected to increase to over 20,000 vehicles per day by the year 2040.



Carson City's Contact Person:

Until the receipt and opening of proposals, the artists' principal contact with Carson City will be as listed below. Any questions must be submitted in writing prior to May 15, 2023 and will be addressed by an addendum on <https://www.callforentry.org/> and posted on Carson City Arts & Culture website (<https://www.carson.org/government/departments-g-z/parks-recreation-open-space/arts-culture/grants-opportunities>) no later than May 19, 2023 with exceptions for questions that are considered proprietary.

The addenda, notices and answers to questions issued by the City become part of this Request for Qualifications. Each artist is responsible for checking the websites listed above for addenda, notices and answers to questions.

Carol Akers
Purchasing and Contracts Administrator
Purchasing and Contracts
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-283-7362
E-mail: CAkers@carson.org

All contacts regarding the proposal should be made with the above-named individual only. Artists contacting other City staff or other City officials directly may be disqualified for doing so.

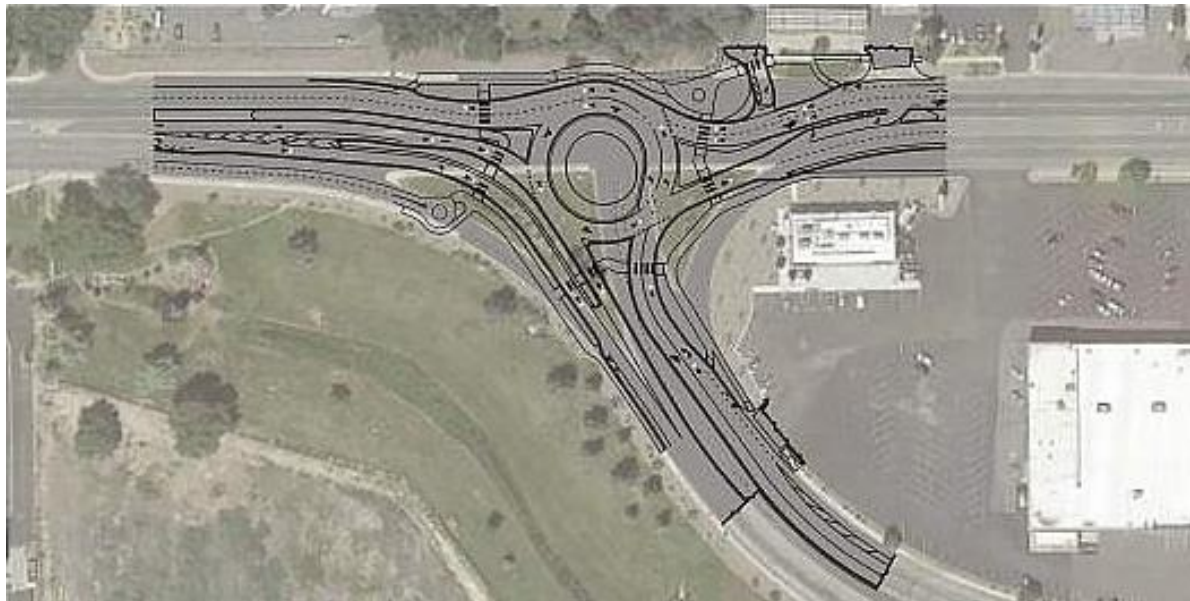
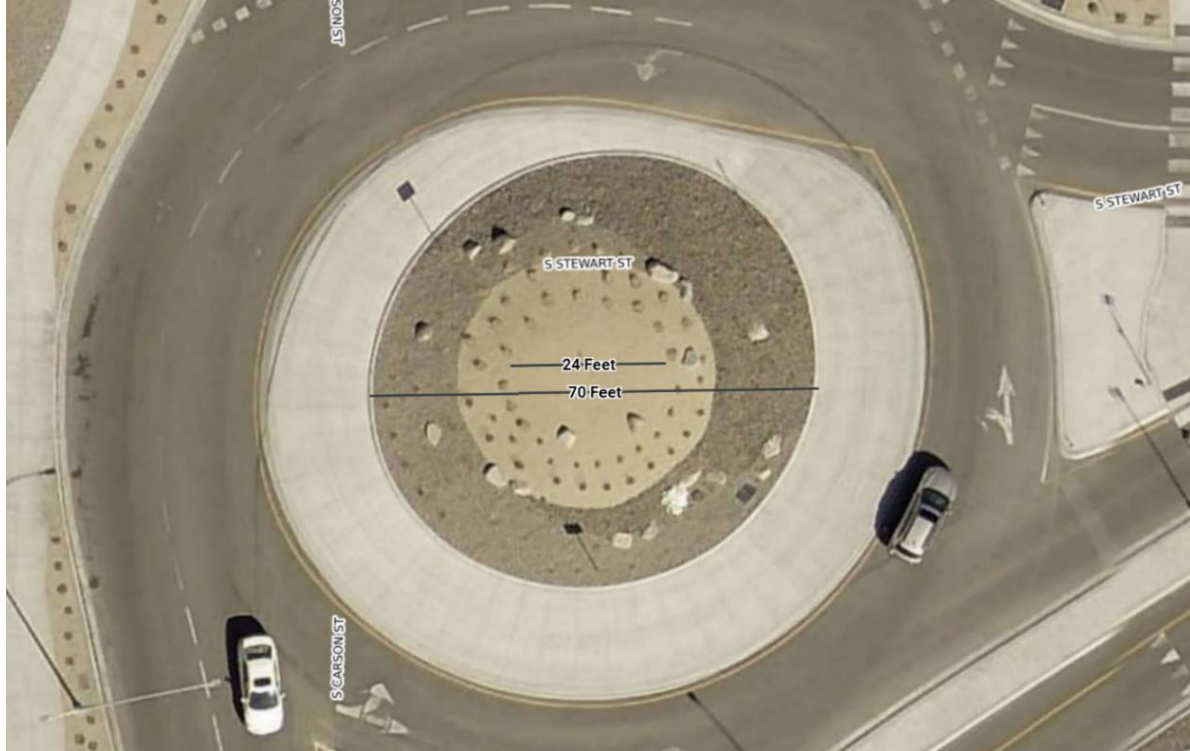
For technical questions about <https://www.callforentry.org/> please contact cafe@westaf.org.

3. Project Site Specifications

The overall diameter of the landscaped area is approximately 70 ft. There are several large areas that could be utilized for artwork. At the center of the roundabout is a minimally landscaped area of approximately 24-feet in diameter. Additionally the perimeter could be modified to accommodate art work; however, some modification to the existing landscaping and irrigation would be required to accommodate the art piece(s). To support the artwork, there is a 2-inch water supply, electrical conduit,

and a conduit for natural gas. Some modification would be required to the existing infrastructure to provide lighting, power, or gas, but could be accommodated if so desired. Evening lighting would be recommended; other lighting as part of the artwork would need to consider adverse impacts to vehicles.

Artists selected to continue to Phase 2 will be provided as-built plans for the Roundabout.



4. Project Budget

The budget for this project is \$140,000 for all costs and expenses required to fully realize, deliver, and install the original artwork selected. Costs and expenses are anticipated to include, but are not necessarily limited to, artist's fee and/or other design fees; materials, equipment, and fabrication costs; preparation of plans, specifications, and other engineering or design professional work product for the artwork and its placement; travel and related expenses; delivery of the artwork to Carson City, NV; insurance; all required permitting and licensure; and installation by qualified professionals.

5. Licensing and Permitting

The scope of work for this project requires the artist to install the artwork in the Roundabout; therefore, the artist must be willing and able to secure all requisite licenses and permits for installation of the artwork.

Design plans for the artwork and its installation must be reviewed and stamped by an appropriately licensed Nevada engineer and must be installed by appropriately licensed Nevada contractor(s).

The final design must comply with traffic restrictions for this roundabout site including but not limited to distance for viewing (non-interactive), non-obstructive to drivers at perimeter of roundabout, non-reflective, etc. The details, safety, and engineering of the artwork and its installation must be reviewed by Carson City's Public Works Department, its Community Development Department, and perhaps other City departments. The artist will be responsible procuring all permits and licenses required for the placement of the artwork, which will likely include, but is not necessarily limited to, a building permit and an encroachment agreement or permit unique to this project. The artist will also be responsible for providing timely, complete, and accurate responses to any City requests for additional information, clarification of proposed approach, or revised details to comply with regulatory requirements. Once the design plans and permit applications are approved by the appropriate City departments, fabrication and installation can proceed.

All professional design services will be provided by the artist's Nevada-licensed engineer, which shall include civil, structural, electrical, and mechanical design services, as needed to facilitate a final design and installation. In addition to producing construction drawings, the artist's engineer will need specifications for all materials, fittings, connections, bolts, anchors, etc. for a complete design. The City will review plans and specifications during the permit review process. All installation and construction work will be performed by a qualified Nevada-licensed contractor.

This project will be subject to public works project requirements (*See* NRS Chapter 338), including ensuring prevailing wage rates for all contractors and subcontractors.

The artist(s) must warrant that all work relating to the art structure and its foundation/footing was performed in a professional and workmanlike manner and that work is free from defective or inferior materials and workmanship for one year from the date of installation of the project.

6. Timeline (tentative)

- April 17, 2023: Applications Open
- May 26, 2023: Deadline for Phase 1 submissions
- June 2023: Public Art Panel reviews Phase 1 submissions and selects up to 3 finalists for Phase 2
- June 15, 2023: Notice of Public Art Panel’s finalist selections
- July 2023: Finalists to visit site
- July/August 2023: Concept development
- September 1, 2023: Deadline for Phase 2 written proposals
- September 2023 (date TBD): Phase 2 presentations to Public Art Panel and evaluation of proposals
- September 11, 2023: Presentation of Public Art Panel’s evaluation to Carson City Cultural Commission
- October 5, 2023: Presentation of (1) recommendations from Public Art Panel and Cultural Commission, and (2) proposed contract with artist, to the City’s Board of Supervisors for review and potential approval
- October 2023: Permitting review
- November 2023 – Spring 2024: Fabrication/Delivery/Installation

7. Phase 1 Evaluations

Baseline Eligibility:

This opportunity is open to professional artists or teams who are at least 18 years of age. Applicants must have public art project experience that matches the scope of the project and must have successfully managed and completed at least one large-scale commission on schedule and on budget.

Artist’s Submission:

Incomplete submissions will not be considered. Complete submissions must include the following:

1. Letter of Interest. This letter should include a:
 - Statement that the artist and/or artist’s team meet the baseline eligibility requirements above;
 - Description of most relevant comparable project experience; and
 - Description of your interest in working on this specific project.
2. Current Resume. If you are submitting as a team, a current resume for each team member should be provided. Must include contact information (name, address, phone, email, website if applicable).

3. Up to 10 Digital Images. The submission must include up to 10 digital images of the artist's completed past works, with a preference for work that showcase sculptures/installations in outdoor spaces.
4. Image List and Description. For each digital image provided, the artist should provide a list with the artist's name and a brief description of the work each image depicts, stating its title, date, medium, size, location, project budget and actual cost.
5. Three Professional References. The submission must include a list of three professional references, with the current phone numbers and e-mail addresses for each reference.

How to Submit:

The materials required for Phase 1 evaluation shall be submitted online at <https://www.callforentry.org/> by no later than 11:59 pm (PST), on May 26, 2023.

To submit online at <https://www.callforentry.org/>

- Click on "Find Calls"
- Find "Carson City Roundabout Public Art Project" and click "Apply Now"
- Log in or create an account (there is no charge to register for CaFÉ or to submit for this call for entries)

Phase 1 Evaluation Criteria:

During Phase 1 evaluations, the Public Art Panel will first determine whether the artist fulfills the requirements for baseline eligibility, provided above.

For those artists that fulfill the requirements for baseline eligibility, Phase 1 evaluations will be based on the following criteria and point range with a total possible score of 60 points:

- Relevant qualifications and experience including proficiency in public art and design (0-20 points)
- Demonstrated quality and cohesiveness of past body of work (0-20 points)
- Successful experience working with local governmental or municipal agencies (0-10 points)
- Proven ability to deliver the project requirements on time and budget (0-10 points)

During evaluation, the Public Art Panel reserves the right, where it may serve the City's best interest, to request additional information or clarification from the artist, or to allow corrections of errors or omissions.

Notice of Finalists Selected for Phase 2:

Based on its evaluation of artists' Phase 1 submissions, the City's Public Art Panel will select up to three finalists to proceed to Phase 2 evaluations. The Public Art Panel may also select up to three alternates. After the Public Art Panel has made its selections, all applicants will receive notice in writing via <https://www.callforentry.org/> and the notice will be posted publicly at <https://www.carson.org/government/departments-g-z/parks-recreation-open-space/arts-culture/grants-opportunities>.

8. Phase 2 Evaluations

Required, Pre-Proposal Diligence:

Artists selected to participate in Phase 2 will submit a detailed proposal for artwork to be designed, fabricated, delivered, and installed at the Roundabout.

All artists selected to proceed to Phase 2 will be expected to visit the project site, at their own expense, before submission of a detailed proposal. To facilitate this process, the City will provide the following resources:

- A City staff liaison that the artist(s) can contact to facilitate a site visit and arrange other stakeholder meetings and engagement opportunities.
- The City will award a \$3,000 honorarium to each artist selected to proceed to Phase 2 evaluations to defray the costs of developing the proposal and travelling to Carson City. The honorarium will not be paid until after the artists has scheduled and attended a site visit with the City's staff liaison. Apart from this honorarium, there is no intent, implied or otherwise, or any obligation by Carson City to reimburse responding artists for any expenses incurred in preparing proposals or for any travel expenses related to this Request for Qualifications.

In addition, the City will provide artists selected for Phase 2 with the following resources:

- As-built plans and other specifications for the Roundabout.
- A packet of specifications regarding site locations, design criteria and any design limitations or requirements.

Artist's Phase 2 Proposal:

The artist must compile a detailed written proposal for submission and will also present that proposal to the Public Art Panel.

Written Proposal:

The detailed proposal must include:

- Conceptual design drawings of proposed artwork, and/or photos of a maquette constructed to scale.
- Statement about the proposed work which includes but is not limited to: descriptions of the materials, dimensions, weight, proposed site location, installation process and method, foundation and anchoring procedure including the ability to withstand the necessary environmental factors and wind loads.
- Maintenance plan which includes an explanation of longevity/protective coatings of artwork
- Detailed production timeline associated with the proposed art piece.
- Estimated budget which includes proposed itemization for artist fee, materials, foundation, engineering, materials, travel, etc.

Unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the artist selected, submission of a proposal indicates acceptance by the artist of the conditions contained in this Request for Qualifications.

Presentation to the Public Art Panel:

The artist's presentation to the Public Art Panel will occur after submission of the written Phase 2 proposal to facilitate meaningful engagement on the specifics of each artists' proposal. This presentation can be done in-person or via an online meeting platform.

How to Submit Phase 2 Written Proposal:

The materials required for Phase 2 evaluation shall be submitted via email to Carol Akers, Purchasing and Contracts Administrator, CAkers@carson.org by no later than 11:59 pm (PST), on September 1, 2023. All submitted material will be reviewed for completeness. If an item is incomplete or missing, applicants will be notified and have 48 hours to cure.

Phase 2 Evaluation Criteria:

During Phase 2 evaluations, the City's Public Art Panel will select its preferred project(s) for recommendation to the City's Cultural Commission and the City's Board of Supervisors. Phase 2 evaluations will be based on the following criteria and point range with a total possible score of 100 points:

- Artistic Quality/Merit of proposed artwork including originality, creativity, and appropriateness to site (0-40 points)
- Artist qualifications, experience, and technical competence (0-20 points)
- Feasibility of project including a realistic budget and production timeline (0-20 points)
- Safety, structural integrity, durability, and maintenance requirements of proposed artwork (0-20 points)

During evaluation, the Public Art Panel reserves the right, where it may serve the City's best interest, to request additional information or clarification from the artist, or to allow corrections of errors or omissions.

Notice of Recommendation for Award:

The Public Art Panel will make a recommendation for award to the City's Cultural Commission and the City's Board of Supervisors based upon the Phase 2 evaluation criteria. After the Public Art Panel has made its selection, notice of the Public Art Panel's recommendation will be provided to finalists in writing via <https://www.callforentry.org/> and the notice will be posted publicly at <https://www.carson.org/government/departments-g-z/parks-recreation-open-space/arts-culture/grants-opportunities>.

9. Final Approval

The Public Art Panel will make recommendations to the Carson City Cultural Commission on its preferred artist and project based on the Phase 2 evaluations. The Cultural Commission will then make its own recommendation to the Carson City Board of Supervisors. The recommendations from the Public

Art Panel and Cultural Commission will be presented to the Carson City Board of Supervisors, and the Board of Supervisors will make the final decision on which project will be selected, if any, and will approve any contract to be awarded to the selected artist. A decision rendered by Carson City shall be deemed final.

10. Contract Between Artist and Carson City

Award of this solicitation will result in the establishment of a signed City Agreement for a one (1) year term to complete the work described within the proposal for an amount not to exceed \$140,000.

11. Conflict of Interest

The artist warrants that the artist presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services being required under this solicitation.

12. Right to Reject Proposals

Submissions under Phase 1 or Phase 2 of this RFQ indicates acceptance by the artist of the conditions contained in this RFQ unless clearly and specifically noted in the submission made by the artist and confirmed in the subsequent agreement between Carson City and the artist selected.

Carson City reserves the right to reject any or all submissions and proposals and to award to the artist the City deems most qualified and whose award of the contract will accrue to the best interests of the City.

Late submissions will not be accepted. Prospective artists are held responsible that their submissions arrive at the Carson City - Purchasing and Contracts Department on or before the designated time and date.

13. Withdrawal of Proposals

Requests to withdraw proposals received after the date and time set for opening and acknowledging proposals will not be considered.

14. Confidential Information

Any information deemed confidential or proprietary should be clearly identified by the artist as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise the information shall be considered a public record subject to disclosure. Information or data submitted in response to this RFQ will not be returned.

15. Contract Termination

Carson City reserves the right to terminate any contract between the artist and the City awarded through this RFQ ("Contract") if the artist does not perform as required by the terms of the Contract. Reasons for termination may include, but are not limited to, the following:

- Failure to provide sufficient personnel as identified in the RFQ.
- Failure to provide the principal team as submitted.
- Substitution of the team or other identified personnel without prior approval of Carson City.
- Failure to demonstrate the requisite skills as provided in RFQ.
- Failure to perform the essential duties set out in the contract for services.

16. Insurance Requirements

Before the effective date of the Contract, the artist shall furnish the City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with proper and agreed upon limits for:

- Commercial General Liability
- Automobile Liability
- Worker's Compensation
- Professional Liability

17. Compliance with Immigration and Naturalization Laws

Successful artists shall at all times be in compliance with Immigration and Naturalization Laws regarding eligibility of the artist and their employees or subcontractors to work in the United States.

18. Open Meeting Law/Award Challenges

Artists are put on notice that NRS Chapter 241 requires public business to be conducted in an open meeting. The Carson City District Attorney will defend any challenge to an award resulting from this RFQ.