REQUEST FOR ARTIST PROPOSALS (RFP) FOR
MSU CLINICAL SCIENCES PHASE II ART
NOVEMBER 8, 2019
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Section I. General Information

Purpose of this Request for Artist Qualifications

The purpose of this Request for Artist Qualifications (RFP) is to evaluate and procure interior artwork for the Clinical Sciences phase 2 project. The University’s intent would be to commission interior artwork selected from the Artist’s portfolio, or the purchase and installation of an appropriate existing piece of artwork. The funding for this artwork project is through the State of Minnesota’s Percent for Art program for public buildings [http://www.arts.state.mn.us/other/percent.htm](http://www.arts.state.mn.us/other/percent.htm).

Project Information

The Clinical Science phase 2 project consists of renovations to portions of three buildings located on the campus of Minnesota State University, Mankato. Funds for the Art will be distributed evenly between the three facilities.

– Morris Hall Lower Level

The lower level of Morris Hall is occupied by the Office of Equal Opportunity and Title IX and two units of Global Education (CELP and CEAA). The Office of Equal Opportunity and Title IX is committed to providing meaningful inclusion and access, equity in education, and equal employment opportunities to all persons through policy promotion, compliance enforcement, retention support, and awareness. The Center for English Language Programs (CELP) offers language training to international students who need to improve their English. The Center for Education Abroad and Away (CEAA) promotes and provides opportunities for students to study abroad or away either in the United States or around the world while earning course credit toward their degree.

The lower level of Morris Hall has ample wall space and the committee has a goal of purchasing several pieces of art to display on the walls to add color to the interior and make the space more welcoming. The colors that are in the space currently are purple and grey (on one wall otherwise white) with a splash of gold on the floor carpet tiles in the middle sitting area. The art should honor ethnic, racial, cultural diversity, physical ability, gender diversity, and promote inclusion. The art will allow students and staff to witness or meet other cultures and traditions through unique and inviting ways. This artwork does not have to depict actual people but should convey a message honoring those from around the world through their diversity. Below are pictures of the space in which artwork could be displayed.
1st View from east corner of the hallway looking west on the EOTIX end of the hallway.

2nd View from middle of hallway looking east on the EOTIX end of the hallway.
1st View from west corner of the hallway looking east on the Center for Education Abroad & Away end.

2nd View from middle of hallway looking west on the Center for Education Abroad & Away end of the hallway.
In the middle of the hallway there is a seating area that could allow artwork on either side.
- Wissink Hall Third Floor

The School of Nursing (SON) is a learning community dedicated to educating entry-level and advanced practice nurses, developing nursing knowledge, and serving diverse communities. Our vision is to be recognized for innovation and excellence in nursing education, scholarship, and practice. This focus on education, scholarship, and practice is threaded throughout the three programs in the school: our pre-licensure nursing program (since 1953) leading to a Bachelor of Science (BS) degree with a major in nursing; our RN Baccalaureate Completion Program (since 1973), for RNs seeking professional advancement by attaining a baccalaureate (BS) degree; and our graduate program for preparing advanced practice nurses with a doctoral (DNP) degree (since 2011). The pre-licensure program is situated in Mankato with the School of Nursing office on the third floor of Wissink Hall.

Of note for the SON is the Glen Taylor Nursing Institute for Family and Society, which grounds and sustains our SON mission and vision to promote family health by advancing practice, education, and research initiatives. The Institute was established in 2009 with an endowment to support its mission to focus on innovative nursing practice knowledge that influences the health and healing of families and society, to provide leadership and expertise in family and society health related issues at the local, state, national and international levels, and provide student support. Understanding that the health of the individual influences the health of the family; and, as well, the health of the family influences the health of the individual, all programs’ curricula embrace this mission and vision.

Purpose of Request

The purpose of this request for artwork is to evaluate and procure interior artwork for the School of Nursing located on the newly remodeled third floor of Wissink Hall. The goal is to purchase several pieces of artwork to add color and warmth to the main corridors, that convey a caring and connecting yet sophisticated and refined atmosphere.

Project Information

The third floor of Wissink Hall is a square with the School of Nursing (newly remodeled) main office along one outer wall and nursing faculty offices along 2.5 outer walls. Framed class photos (of graduating students) of various sizes and colors line both sides of 1.5 of the four corridors. The interior of the square holds the newly remodeled large collaborative classroom and a new telepresence conference room. The predominant color in the main corridor is light grey, with a white floor with light blue-grey specs. See photos below.
Main corridor:

Diane’s corner space at the main office entrance to the SON:
Main office entrance view from stairway:

Corridor off main office of class photos:
Corridor of class photos looking toward the main office
Wiecking Center

The Department of Family Consumer Science (FCS) is in Wiecking Center. Faculty offices, the main FCS office, two classrooms, the foods lab, the food science lab, and the FCS Education/Textile lab are all located along the recently updated hallway (see pictures).

The FCS Department includes the majors of Dietetics, Food and Nutrition, Child Development, Family Studies, Consumer Science, and Family Consumer Science Education. We focus on the wellbeing of individuals, families, and communities and their connections to food, comfort, health, financial stability, and clothing and textiles.

We envision the art as being a way to introduce additional color and interest to the predominately gray and purple (with a little yellow) corridor, by honoring the past and embracing the future of FCS. The art could be multiple related pieces throughout the hallway or one statement piece, to be hung on walls.

Below are pictures of the space in which artwork could be displayed.
Project Artwork Budget and Fees

The budget the Owner has available for this art procurement is no greater than $46,239.00.

Final contract amount will be negotiated with the selected Artist but will not exceed $46,239.00. All expenses are to be included in the cost of the commission/purchase including travel, meals, artwork plaque(s), mounting hardware, special feature lighting, structural modifications to the building to accommodate the artwork or other expenses.

Informational Project Meeting

Minnesota State will hold a pre-proposal conference on Friday November 15, 9:00 A.M. CT in Wiecking Center, Room #221, 415 Malin Street. It is recommended all potential or interested responders attend the conference -- if you are able to and interested in touring the buildings. Please RSVP if you plan to attend.

Project Information Contact

MNSU Mankato’s agent for purposes of responding to inquiries about the RFP is:

- Name: Greg Borchert
- Title: Project Manager
- Address: 111 Wiecking Center, Mankato, MN 56001
- Telephone: (507) 389-1053
- E-mail address: greg.borchert@mnsu.edu
Section II. Scope of Services

Phase One (Proposal):

The committee is inviting selected artists to submit existing pieces of artwork for consideration OR a portfolio of pieces that could be re-created for this space. Due to the expedited schedule, the Owner needs to move quickly, so prefers to purchase a piece of art that exists or can be created expeditiously based on past work. If an existing piece of art is chosen, the Public Art Purchase Contract, Minnesota State Form 160, will be the contract used. If a piece of art is to be selected from a portfolio, the Public Art Commissioning Contract, Minnesota State Form 170 will be the contract used. Both contracts are attached to this RFQ for your reference.

The committee has a goal of purchasing an artwork piece that will inspire students. A secondary goal is to add color to the interior. The art should complement the building architecture. It should be long lasting and durable and easy to maintain. Due to the varied programs in these spaces, the committee may elect to award the artwork among several artists to meet the individual requests of all of the departments within the three buildings.

If an existing artwork piece is available for purchase that fits the vision and goals of the committee and is appropriately sized for the space, the Artist should submit that as an option. If an Artist has past work in their portfolio that is applicable to this building project need and could be created for this space, that option should be shared as well. There is no limit to the number of design concepts an Artist can submit but multiple submissions should each have their own Public Art Statement Form.

Phase Two (Creation and Implementation):

If selected, the University will enter into a contract with the Artist to install a piece of interior artwork as submitted above.

This art is being procured through the ‘Percent for Art’ for public buildings program. The work includes designing and providing (2) coordinating plaques that state “Commissioned for the State of Minnesota on behalf of Minnesota State Mankato under the Minnesota Percent for Art Act”. The plaque should also identify the artist, title of the Art and a description of the artistic vision.

The pricing for the artwork needs to include any support or anchoring needed, or foundation support requirements if floor-mounted. The Artist, and any sub-contractors, are responsible for full installation. After installation, meet with the Owner to describe any maintenance instructions or recommendations.

Included in the artwork purchase is also a trip to Mankato by the Artist to attend an unveiling celebration after installation.

Per the Percent for Art program requirements, the work also includes:

- Professional quality digital photos of the Work during production and after installation for archival records.
- Two 8x10 black and white glossy photographs of the Work.
- A full written narrative description of the Work.
- An updated resume of the Artist.
The project budget shall cover all costs and expenses associated with creating and installing the artwork(s) and implementing the Scope of Services. This includes all materials and labor, studio and operating costs, applicable sales tax, permits and fees, materials, electrical, delivery, installation, liability insurance, structural engineering, maintenance planning, documentation, inflation factors, etc. It also includes any costs related to required structural foundations or supports, or changes to building substrates to support the artwork. It also includes travel costs to visit and research site, and to supervise installation.

Final contract amount will be negotiated with the selected artist but not exceed $46,239.00.

Section III. Selection and Response Evaluation

General Selection Criteria

Per Minnesota Statute, artistic quality, design, and permanence are the three primary criteria and equally important. Site selection committee members will examine slides of artists' previous work, and a professional resume when considering and assessing the artwork or artists.

1. Artistic quality shall be demonstrated by:
   - work samples;
   - adequate experience in production of public art; and
   - evidence of ability to work within budget.

2. Design shall be demonstrated by:
   - aesthetic compatibility with the architecture; and
   - appropriate medium, given the function and use of the site; and
   - Relationship of the artist’s work to the program in the space

3. Permanence shall be demonstrated by:
   - use of durable materials; and
   - good construction techniques.

The secondary criterion in order of importance shall be the acquisition of a variety of artwork appropriate to a public collection, which is demonstrated by:

A. artwork in different mediums and styles, and with a breadth of themes or subjects;
B. artwork which recognizes and fosters diverse social, cultural, and historical values; and
C. artwork which is memorable, thought-provoking, and enduring.

MSU-Mankato shall select the Artist or Artists whose design and art proposals for this project best demonstrate, in MSU-Mankato’s sole opinion, the clear capability to best fulfill the purposes of this RFP. MSU-Mankato reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of MSU-Mankato. This RFP shall not
obligate **MSU-Mankato** to award a contract or complete the proposed project and it reserves the right to cancel this solicitation if it is considered to be in its best interest.

**Selection and Implementation Timeline**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Begin</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Publish and Distribute RFP</td>
<td>November 6, 2019</td>
<td></td>
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<tr>
<td>Conduct information meeting</td>
<td>November 15, 2019, @ 9:00 a.m. in Wiecking Center #221</td>
<td>1 weeks after issuing RFP</td>
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<tr>
<td>Questions Due to Greg Borchert @ <a href="mailto:greg.borchert@mnsu.edu">greg.borchert@mnsu.edu</a></td>
<td>Tuesday, November 26, 2019, by 2:00 p.m.</td>
<td></td>
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<tr>
<td>Deadline for submissions</td>
<td>December 3, 2019 by 2:00 p.m.</td>
<td>3 weeks after issuing RFP</td>
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<tr>
<td>Review submissions</td>
<td>December 17, 2019</td>
<td>2 weeks after submission</td>
</tr>
<tr>
<td>Execute contract with Artist</td>
<td>December 27, 2019</td>
<td>3 weeks after submission</td>
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<td>Targeted installation date</td>
<td>May 11, 2020</td>
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**Selection Process**

Criteria described below, based upon the point scale, will be used to evaluate Responder’s proposals. The evaluation may include requests for additional information, and will focus on the specifics of the Responder’s response to the RFP and approach.

General criteria upon which proposals will be evaluated include, but are not limited to, the following

A. **PASS /FAIL REQUIREMENTS:**

Responder’s proposal must be submitted on time.

B. **ARTIST EXPERIENCE - 30 points**

The Artist will provide a brief summary (1 pages maximum) of experience with projects of similar nature and scope to the project, specifically stating project description, scale and complexity, and geographic location of each.

C. **ARTIST VISION: APPEARANCE OF THE SELECTED PIECE - 60 points**

The Artist will describe their existing art concept or inspiration for new artwork creation for this project in the “Public Art Statement Form”.

D. **COST - 10 points**

Provide an itemized proposal for all services. Do not itemize travel, meals or other miscellaneous expenses; provide a lump sum fee. Do not attach any additional terms or conditions to your response.
E. **PREFERENCES, 6 points**

Preferences to Targeted Group and Economically Disadvantaged Business and Individuals or Veteran-owned/Service Disabled Veteran-Owned business and individuals will be awarded based on the most current Purchasing Policy of the Minnesota Department of Administration.

**Section IV. RFP Responses**

Questions and requests for information or clarification by Respondents must be received no later than 3:00 p.m. November 26, 2019. Written questions or communications with the Owner regarding this RFP must be submitted via email and shall include the name of the questioner, their firm name, and their telephone number, fax number and email address. **All questions must be emailed only to Greg Borchert at greg.borchert@mnsu.edu by the deadline listed above.** From the date of release of this RFP until a Respondent is selected and a contract executed, Respondents must not communicate with the Owner’s staff concerning the RFP except through the Owner Contact.

**Submission Delivery**

Submit forms and artwork images and concepts for consideration electronically to Greg Borchert at the e-mail address listed above. If you prefer to mail physical forms and images, send them in or drop off so they arrive in time for the submission deadline.

**Conflict of Interest**

The CONSULTANT must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that it is contemplated in this Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.