

Call for Artwork

in Memory of
Cheryl Kneale

To be displayed in the
Pierce College Fort Steilacoom Library

November 15, 2016

Section I. Project Overview

Purpose of Call for Artwork

Pierce College Fort Steilacoom and the Pierce College Foundation request proposals from artists for purchase of existing artwork(s) or work(s) in progress for permanent display within the Pierce College Fort Steilacoom Library.

The purpose of this call for art is find artwork to display permanently within the Library in memory of the late library staff member Cheryl Kneale. Pierce College will evaluate responses according to the criteria outlined in Section III of this document. Responders whose proposed piece(s) best fulfill the goals of this call for artwork, will receive up to \$6,000 for the selected piece(s).

Art Intent & Goal

Pierce College recognizes this project as a valuable opportunity to incorporate artwork into the Fort Steilacoom library. The artwork for this project will be located in area(s) of the facility that will be accessible, on a regular basis, to students, faculty, staff and members of the public. The goal of this art project is to select artwork that:

- Enlivens the space with artwork that engages with the rich diversity and creative networks of Pierce College;
- Honors the memory of the late Cheryl Kneale
- Reflects the college's commitment to access, excellence; student learning and success, creating a positive and diverse environment, and contributing to the community
- Complements the architecture and reflects the programmatic use of the facility; and
- Contributes to the local, regional, and national dialogue on contemporary art.

Background

The Library

The Pierce College Fort Steilacoom Library offers streamlined, seamless and consistent access for students, no matter where they are studying. The library's quality support includes robust electronic resources, online research guides, chat services, and interlibrary loan resources. The recently remodeled library is a busy, dynamic teaching and learning space for students to design, create, write, research, collaborate, and reflect.

Students

The college serves a diverse student body and was recently officially designated as a minority-serving institution. Nearly two-thirds of Pierce College students are the first in their families to go to college. The median age of Pierce students is 25. They are teenage running start students, mature adults seeking training for new careers, and retirees looking for a next act. One-third of the students at Pierce College Fort Steilacoom have children in the home, 44% also hold jobs, and 62% are eligible for need-based financial aid.

Cheryl Kneale

And who was Cheryl Kneale? Cheryl worked in the Pierce College Library in Lakewood as a library serials technician for nearly 20 years. She also worked in several other libraries across the world

where her family lived. Not only was she devoted to libraries, she even raised a librarian, her daughter Ruth.

Cheryl also had a lifelong passion for fine art, taking her family to visit museums all over the world, wherever they lived. Her husband John says that everything he knows about art, he learned from Cheryl. She also loved reading mysteries, and was always working on needlecraft, knitting and quilting projects. She often displayed her finished work, especially her quilting, on the wall above her desk in the circulation department.

Budget

A budget of \$5,000 to \$10,000 is available for this project. This range represents funding available for the artwork and all deliverables related to it.

Artwork Medium & Placement

This opportunity is open to a range of possibilities to be proposed by those finalist(s).

Acceptable Forms or Media

The selection committee is open to considering artwork in any medium, so long as it is appropriate to the goals of this call for artwork. The selected art will reflect the use of and enliven the library, honor Cheryl Kneale's memory, reflect the college's commitment to its core themes, and contribute to a dialogue on contemporary art.

Placement

The selection committee has suggested two highly visible areas where the project could be installed, described briefly below. Responders may propose their artwork in either of the areas, or in other available space in the library.

- On a large red wall on the west side of the library
- Near large south facing window - This will be visible from the exterior.

The committee is open to suggestions of placing art in other areas of the library as well. Photos of the library are posted on the Pierce College Facebook page. Proposed artwork must be durable, low maintenance, permanent, suitable for interior display with exposure to bright sunlight, and safe for both children and adults.

Proposal information

Artists are asked to provide:

- Photos of proposed artwork(s) as well as descriptions of the pieces and any pertinent information about permanent display and conservation
- A written statement about the artist and the art that explains why it meets the intent and goal of this call for artwork

Selection Process

A selection committee will evaluate responses. This committee is composed of individuals who represent the interests of the college and the public during the selection process. This group will

determine the final selection of artwork for the library. Members include the Dean of Library and Learning Resources, at least one former staff member, at least one representative from the Foundation, a faculty member in the art department, a faculty member from the library, a staff member from the library, and one student. Others who may be consulted include the College's Director of Facilities, the President of Pierce College Fort Steilacoom, the architectural firm who designed the library, alumni with backgrounds in museums and art, and possibly others.

Finalists may be interviewed or visited before final selection.

Projected Timeline

The following is Pierce College's anticipated timeline for the process to retain an artist for this project. Pierce College reserves the right to modify this schedule if necessary.

Date	Time	work
11/15/2016		RFP release date
12/8/2016	5:00 PM (Pacific)	RFP questions due
12/15/2016	12:00 PM (Pacific)	RFP questions answered (anticipated)
1/9/2017	11:59 PM (Pacific)	Deadline for proposal submissions
1/10-17/2017		committee meeting
1/18-21/2017		committee meeting (<i>if needed</i>)
1/24/2017		Approval of the Executive Team of the Pierce College District
1/27/2017		Finalist selected
3/3/2017		Agreement finalized
6/30/2017		Artwork installed
t-b-d		Artwork unveiled . . .

Application Deadline

Proposals must be submitted no later than **11:59 P.M. (PST), Monday, January 9, 2017**. Duplicate, incomplete or late submissions will not be considered. Failure to provide any of the published requirements may result in disqualification. When a proposal is submitted, a confirmation will be sent to the responder by e-mail. Responders are advised to print and retain a copy of this e-mail as proof of their submission.

Application materials will not be reviewed until January 10.

Information Contact

The information contact for this RFP is:

KGardner@pierce.ctc.edu

Requests for information or clarification within this call for art should be by e-mail only to Kelly Gardner, by the deadline listed in the project timeline. When e-mailing questions, please include

“Question regarding the Call for Art at Pierce College Fort Steilacoom Library” in the subject line. All requests shall be submitted in writing and include the name of the questioner, e-mail address, and telephone number.

Addenda to the RFP

If appropriate, the Pierce College Foundation may issue changes or clarifications in the form of addenda to this document. The amended RFP will be posted at www.pierce.ctc.edu/foundation.

Section II. Proposal Content

Applications must be received no later than **11:59 P.M. (PST) Monday, January 9, 2017**. The responder is responsible for any costs related to answering to this call for art. Failure to provide any of the published requirements may result in disqualification.

Applications may be submitted by mail, e-mail, facsimile, external hard drives, in-person delivery, and CDs.

Responders must submit the following information to be considered for this opportunity:

A. Statement of Interest (1,500 word limit)

1. Outline your background and work as an artist.
2. Describe your interest in having your artwork on permanent display in the Pierce College Fort Steilacoom Library art project. Please address each of the following points as you make the case for the piece(s) you propose meet these goals:
 - Enlivens the space with artwork that engages with the rich diversity and creative networks of Pierce College;
 - Honors the memory of late librarian Cheryl Kneale
 - Reflects the college’s commitment to access, excellence; student learning and success, creating a positive and diverse environment, and contributing to the community
 - Complements the architecture and reflects the programmatic use of the facility; and
 - Contributes to the local, regional, and national dialogue on contemporary art.

B. Photos or other representations of proposed work

Send photos (or other representations) as well as descriptions of the pieces proposed. Also include any pertinent information about permanent display and conservation of the artwork

Section III. Proposal Evaluation

All responses received by the deadline will be reviewed by the selection committee. Pierce College may interview responders.

Evaluation Factors (scored based on percentage as indicated)

The Selection committee will consider the following factors in judging proposals:

- 1) Quality of Statement of Interest (45%)
 - a. addresses with the rich diversity and creative networks of Pierce College;
 - b. Describes how the artwork honors the memory of late librarian Cheryl Kneale
 - c. Reflects the college’s commitment to access, excellence; student learning and success, creating a positive and diverse environment, and contributing to the community
 - d. Discusses the piece(s) potential to contribute to the local, regional, and national dialogue on contemporary art; and
 - e. Speaks to the capacity of the proposed works to enrich and diversify the art collection of Pierce College Fort Steilacoom.

- 2) Quality of photo or other representation of proposed work (55%) which addresses
 - a. Aesthetic compatibility with the library;
 - b. Appropriate medium, given the function and use of the site; as well as durable materials, and good construction techniques.
 - c. Potential of work to be memorable, thought-provoking, and enduring.

Section IV. Agreement

The final selection of the committee is subject to approval by the Pierce College District, and may be subject to review by other relevant stakeholder groups.

Pierce College desires to enter into an agreement with the selected artist in April 2017. The agreement will begin on the date stated in the contract or upon full execution of the contract, whichever is later, and will be substantially completed by June 30, 2017.

This RFP does not obligate Pierce College to select artwork, and the college reserves the right to cancel, amend or reissue the solicitation if it is considered to be in its best interest. Pierce College also reserves the right to waive minor informalities and, notwithstanding anything herein to the contrary, reject any and all proposals received in response to this RFP.

Financial Requirements

The Pierce College Foundation requires that payment be made upon the submission of an authorized invoice to the Pierce College Foundation.

Parties to the Contract

Parties to any contract entered into as a result of this RFP will be the Pierce College Foundation and the successful responder.

Section V. General Requirements

Conflicts of Interest

Responders must provide a list of relationships they have that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the person or entity, the relationship, and a discussion of the conflict.

Proposal Contents

By submitting a proposal, responder affirms that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award.

Disposition of Responses

All materials submitted in response to this RFP will become property of Pierce College after the evaluation process is completed.

Non Discrimination

This opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

Section VI. Instructions for Submitting Proposals

Use the instructions below to submit proposals in response to this RFP.

Narrative formatting

Prepare narrative text in a word processing format.

Formatting written attachments

- A page is a standard 8.5" × 11" letter size page, printed on only one side
- Leave at least a 1" margin at the top, bottom, and sides of each page
- Use Times New Roman font (or reasonable substitute), 11-point type size or larger
- Include the responder's name on the top of each page
- Files should be no larger than 2mb, and in one of the following formats: txt, .pdf, .doc, .docx, .xls, .xlsx, or .jpg format only.

A. Statement of Interest (1,500 word limit)

The statement of interest should address the questions outlined in Section II of this document.

B. Photos and Description of Proposed Piece(s) for Purchase

Files should be no larger than 2mb, and in pdf, .doc, .docx, .png, .tiff, .gif, .bmp or .jpg format only.

Responders must submit complete descriptions of the proposed work(s), outlined below:

- 1) *Artwork Title* – List the title of the artwork.
- 2) *Medium* – List the primary medium of the artwork.
- 3) *Measurements* – List the height, width, and depth of the piece in both numbers and units of measurement. For example: 24" x 12" x 2".
- 4) *Price/Value* – Provide the total amount.
- 5) *Year Completed* – List the year that the artwork was completed. If the piece is a work in progress, please list "work in progress."
- 6) *Description* – Provide a brief description of the piece.

General

- A. This document constitutes a formal Request for Proposals (RFP) and is a competitive solicitation. Therefore, the respondent shall carefully follow the instructions to be considered fully responsive to the RFP. Pierce College reserves the right to reject any proposal that is determined to be incomplete or which does not follow the required structure or format. However, when such statements are innocent or inadvertent, Pierce College reserves the right to waive them as informalities.

- B. Any verbal discussion of any aspect of this RFP provided before the award of a contract shall not be binding. Prospective respondents with questions regarding this RFP must submit them in writing by e-mail to the information contact identified in the first section of this document.