



Call to Artists/Request for Qualifications Engine 37

Project Budget: \$49,000

Deadline for Submissions: February 8, 2019

CITY OF PHILADELPHIA

James F. Kenney, Mayor

OFFICE OF ARTS, CULTURE AND THE CREATIVE ECONOMY

Kelly Lee, Chief Cultural Officer



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INTRODUCTION

The City of Philadelphia's Percent for Art Program, through the Office of Arts, Culture and the Creative Economy (OACCE) **announces a two-stage selection process by which we will award and commission a site-specific artwork at Engine 37.** This commission is part of the City's Public Work's construction and renovation project managed by the Department of Public Property and the Philadelphia Fire Department. Only artists who are pre-qualified through the initial stage of this process will be permitted to move to and be considered in the second stage of this process.

OVERALL SITE DESCRIPTION

Located in Philadelphia's Chestnut Hill neighborhood, the Fire Department's Engine #37 facility is the City's oldest active firehouse. Designed in 1894 by architect John T. Windrim, it is registered as a historic landmark on Philadelphia Register of Historic Places. The overall lot occupies about one quarter of an acre, which is approximately 12,000 square feet.

The City of Philadelphia will add an addition to Engine 37, while also renovating the existing facility. This will improve the Fire Department's standard of response, its commitment to service, and the fire fighters' working environment; while still preserving a neighborhood landmark and reinforcing the Fire Department's connection to the community.

The proposed addition consists of a two-bay, single volume, one-story space for fire trucks that physically links to the existing building. Renovations to the existing building includes, but is not limited to: all exterior façades, the historic apparatus door openings, all interior support spaces, and the watch room.

The site plan carefully considers the entire lot, extending beyond the existing and proposed building structures. This includes surrounding landscaping and paving as well as fire fighter parking. For example: plantings of flowering and evergreen vines will be serve as a buffer between the parking and the adjacent neighbor; where the existing apparatus apron paving is removed, new ground cover planting and lawn will maintain a low planar relationship to the street; limited areas of sidewalk removal will allow shrubbery planting along the stone walls; and to the rear of the existing building will be a patio paver area which will serve as an outdoor area for the firefighters.



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ART COMMISSION OPPORTUNITY

The Percent for Art Program, the Philadelphia Department of Public Property and the Philadelphia Fire Department seek to commission **outdoor artist-designed seating, which is high quality, original, and site-specific**. More information, as well as a site visit of the existing firehouse and surrounding area, will be given at the Pre-Proposal Meeting.

Some themes which are of interest to the community include: the historic neighborhood; the history of the fire department at this site originating as a volunteer organization and metamorphosing to a staffed facility, the oldest continually operating fire station in the city; the element of water the fire fighters use, and the site being within the Wissahickon Creek watershed; the local geology of the area comprised of the Wissahickon bedrock formation, and the use of Wissahickon Schist for the existing structure. The proposed artist seating could be fully functional or sculptural in nature.

A budget of \$49,000 has been allocated for this Percent for Art commission. This sum is inclusive of all artist(s) fees, insurance, fabrication, installation, travel, and all other project related expenses.

ELIGIBILITY AND SELECTION CRITERIA FOR THE RFQ

Artwork will be selected based on creativity, artistic merit, technical proficiency, and relationship to the site. Long-term maintenance, durability, and public safety concerns will be major selection criteria. Artists are required to comply with applicable rules, contracts, and procedures of all governmental boards and agencies of the City of Philadelphia, including going through eContract Philly for contract processing.

SELECTION PROCESS

The selection process will take place in two stages.

Stage 1 consists of this Request for Qualifications (RFQ), with Responses due by February 8, 2019 at 5 p.m. Local Philadelphia Time. Respondents' submissions will be reviewed by OACCE as well as representatives of the commissioning agencies based on the stated criteria. Up to five (5) Respondents will be pre-qualified to move to the Stage 2 Request For Proposal (RFP) process and be permitted to submit full proposals and Applications through the City's eContractPhilly online portal.

Stage 2 will consist of a full RFP requiring proposals and complete Applications. Only artists who have been pre-qualified in Stage 1 will be permitted to apply in Stage 2.

Prequalified artists will be required to submit a formal proposal consisting of narrative text,



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proposed budget, and images on the eContractPhilly website - <https://secure.phila.gov/eContract/>. Prequalified artists will be notified of their prequalification via publication on the City’s RFPs Online site - <https://www.phila.gov/rfp/pages/default.aspx> - will be notified of the publication of the RFP on eContractPhilly. The RFP will provide the full details of Stage 2 and will list the names of the prequalified artists.

Stage 2 Applicants will receive a \$750 honorarium to cover research, administrative, and logistical costs. An independent selection panel will review all applications. Stage 2 Applicants will be required to give an in-person presentation.

While nothing in this RFQ binds the City to issuing an award in response to the Stage 2 RFP, any artist/artist team selected through the Stage 2 RFP will be required to enter a written contract agreement with the Office of Arts, Culture, and the Creative Economy prior to commencing work. No selection shall be deemed final until a proposal has been fully approved and an agreement properly executed by the artist and the City. If a finalist is not selected from the Stage 2 finalist group, the City reserves the right to re-open the call for artists.

PROJECTED TIMETABLE (PLEASE SAVE THESE DATES)

All dates are subject to change which will be posted on the RFPs Online website

Stage 1

Issue Call	January 25, 2019
Submission Deadline	5 p.m. on February 8, 2019
Notice of Pre-Qualified Artists	TBD

Stage 2

Posting of the RFP	TBD
Pre-Proposal Meeting	TBD
Panel Presentation	TBD
Artwork Fabrication	Spring 2019 – Summer 2020
Artwork Installation	Summer 2020

* Your in-person attendance at the Pre-Proposal Meeting and Panel Presentation is required; if you are unable to attend, you must arrange for a proxy who is familiar with your work to attend in your place

STAGE 1/RFQ APPLICATION PROCEDURE

Email the following to Jacque.Liu@phila.gov via a file-sharing program such as Dropbox (<https://www.dropbox.com/>) or Hightail (<https://www.hightail.com/>): (Applicants unable to use Dropbox or Hightail can send a CD to: Jacque Liu, Percent for Art Project Manager, 116 City Hall, Philadelphia, PA 19107)

- **Submit eight (8) digital work samples of your artwork**
 - o Images should be labeled as last name, first name, and number; for example: Smith_Jane_01
 - o Images should be saved as JPGs, GIFs, or PNGs at 72 dpi with 1200 pixels as the widest dimension
- **Submit the following information as A SINGLE Word or PDF document:**
 - o **Artist Info:** Name, Address, Phone, Email, Website, Race (optional), how you heard about the call (optional)
 - o **Statement of Interest:** This brief cover letter may include related experience, artistic ambitions, and/or a description of your vision for the site; you may include proposed images, if applicable (One text page maximum, including images)
 - o **Resume or Bio** (Two-page maximum)
 - o **Image Identification Sheet:** These must correspond to the numbers of your submitted images. **List your images as:** Title. Year. Materials. Dimensions. Location (if applicable). Project Budget (if applicable).
 - o **Title your document** as last name_first name_Info; for example: Smith_Jane_Info
- **General application guidelines**
 - o Submit what you believe is your strongest work, in the context of this commission opportunity
 - o Submit your work samples in the order you would like them to be reviewed
 - o For images with details: show the overall image first, followed by detail images
 - o Do not send additional catalogs, reviews, promotional items, or original artworks; they will not be reviewed
 - o Incomplete or ineligible submissions will not be reviewed; it is the applicant's responsibility to verify the completeness of their application

The application deadline for submission is February 8, 2019 at 5 p.m.



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STAGE 1 NOTIFICATION OF RESULTS

Notification of prequalification for Stage 2 will appear on RFPs Online all Respondents may also receive notification by email. Please do not call the Percent for Art Program, the Selection Panel, or any members of the project team directly for competition results.

The City of Philadelphia reserves the right to change, modify, or revise the Call for Artists, in part or whole, at any time without prior notice. Any change, modification, or revision will be posted on <https://www.phila.gov/rfp/pages/default.aspx>. The City of Philadelphia reserves the right to make no selection for this call to artists.

ABOUT THE OFFICE OF ARTS, CULTURE AND THE CREATIVE ECONOMY

The Office of Arts, Culture and the Creative Economy's (OACCE) mission is to **support** and **promote** arts, culture, and the creative industries; and to **develop partnerships** and **coordinate efforts** that **weave** arts, culture, and creativity into the economic and social fabric of the city of Philadelphia.

The OACCE manages and oversees City arts programs, provides services to artists and arts organizations and serves as the primary point of municipal contact for local organizations, businesses, artists and creative entrepreneurs. As Philadelphia's **local arts agency**, the OACCE works in cooperation with the Mayor, City Council, and other municipal offices to make Philadelphia a great place to live, work and visit.

ABOUT PERCENT FOR ART

Enacted in 1959, the Percent for Art ordinance requires that one percent of the total dollar amount of any construction project that includes City funds be devoted to the commissioning of site-specific public art. The first of its kind in the nation, the program has commissioned over 300 works of art. The intent of the Percent for Art Ordinance is to enhance the City's public environment by incorporating exceptional site-specific works of art.