Call to Artists/Request for Qualifications
Engine 37

Project Budget: $49,000
Deadline for Submissions: May 4, 2018

CITY OF PHILADELPHIA
James F. Kenney, Mayor

OFFICE OF ARTS, CULTURE AND THE CREATIVE ECONOMY
Kelly Lee, Chief Cultural Officer
Margot Berg, Public Art Director
Jacque Liu, Percent for Art Project Manager
INTRODUCTION

The City of Philadelphia’s Percent for Art Program, through the Office of Arts, Culture and the Creative Economy (OACCE) announces a $49,000 competition to commission a site-specific artwork at Engine 37. This commission is part of the City construction and renovation project by the Department of Public Property and the Philadelphia Fire Department.

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.
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. The selected proposal will be processed through the eContract Philly system.

ELIGIBILITY AND SELECTION CRITERIA

This competition is open to artists and artist-teams who reside in the United States. The City of Philadelphia reserves the right to determine additional eligibility requirements.

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.
Call to Artists/Request for Qualifications
Engine 37
Application Deadline: May 4, 2018

SELECTION PROCESS

The selection process will take place in two stages.

Stage 1 consists of this Request for Qualifications (RFQ), due May 4 at 5 p.m. Applicants will be reviewed by OACCE as well as representatives of the commissioning agencies based on the stated criteria. Up to five (5) applicants will be selected to submit full proposals.

Stage 2 consists of a full proposal from the applicants selected from Stage 1. Selected artists will be required to submit a formal proposal consisting of narrative text, proposed budget, and images on the EContract Philly website. An independent selection panel will review all applications. Stage 2 applicants will be required to give an in-person presentation.

Stage 2 applicants will receive a $750 honorarium to cover research, administrative, and logistical costs.

The artist/artist team selected will be required to enter an 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 original finalist group, the City reserves the right to re-open the call for artists.

PROJECTED TIMETABLE (PLEASE SAVE THESE DATES)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Call</td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>5 p.m. on May 4, 2018</td>
</tr>
<tr>
<td>Finalist Notification</td>
<td>Mid-May 2018</td>
</tr>
<tr>
<td>Pre-Proposal Meeting*</td>
<td>Early-June2018</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Mid-July 2018</td>
</tr>
<tr>
<td>Panel Presentation*</td>
<td>Mid-July 2018</td>
</tr>
<tr>
<td>Artist Notification</td>
<td>Late-July 2018</td>
</tr>
<tr>
<td>Artwork Fabrication</td>
<td>August 2018–Summer 2019</td>
</tr>
<tr>
<td>Artwork Installation</td>
<td>Summer 2019</td>
</tr>
</tbody>
</table>

* 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
Call to Artists/Request for Qualifications
Engine 37
Application Deadline: May 4, 2018

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**
  - Images should be labeled as last name, first name, and number; for example: Smith_Jane_01
  - 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:**
  - **Artist Info**: Name, Address, Phone, Email, Website, Race (optional), how you heard about the call (optional)
  - **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)
  - **Resume or Bio** (Two-page maximum)
  - **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).
  - **Title your document** as last name_first name_Info; for example: Smith_Jane_Info

- **General application guidelines**
  - Submit what you believe is your strongest work, in the context of this commission opportunity
  - Submit your work samples in the order you would like them to be reviewed
  - For images with details: show the overall image first, followed by detail images
  - Do not send additional catalogs, reviews, promotional items, or original artworks; they will not be reviewed
  - 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 May 4, 2018 at 5 p.m.
NOTIFICATION OF RESULTS

All applicants will 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. The City of Philadelphia reserves the right to make no selection for this call to artists.

CONTRACT AWARD

The artist/artist team selected will be required to enter an agreement with the City of Philadelphia 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 original finalist group, the City reserves the right to return to the original group of artists who responded to this call to artists or otherwise solicit proposals.

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.