

**MEMORANDUM**

TO: Arts and Culture Commission  
FROM: Maria Olson, Assistant Planner  
DATE: September 10, 2015  
RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on Wednesday, September 16th at 4:00 p.m. in the City Commission Room, City Hall. If you are not able to attend, please contact staff at 241-1474 or [planning@cityoffargo.com](mailto:planning@cityoffargo.com). Thank you.

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**ARTS AND CULTURE COMMISSION  
Wednesday, September 16, 2015 4:00 p.m.  
City Commission Room  
AGENDA**

1. Approval of Minutes for August 19, 2015 Meeting
2. 2015 Public Art Projects
  - a. Public Art RFP
  - b. Public Art Exhibit in City Hall and Skyway
3. Public Comment/Announcements
4. Adjournment

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People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

## **ARTS AND CULTURE COMMISSION MINUTES**

**Regular Meeting:**

**Wednesday:**

**August 19, 2015:**

The Regular Meeting of the Arts and Culture Commission of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 4:00 o'clock p.m., Wednesday, August 19, 2015.

The Arts and Culture Commissioners present or absent were as follows:

Present: Arlette Preston, Cassandra Maland, Chelsea Thorson, David Bertolini, Dayna Del Val, Deb Williams, Jessica Jung

Absent: Colleen Sheehy, Michael Olsen

Also Present: Maria Olson, Dan Mahli

Chair Bertolini called the meeting to order and welcomed Members to the meeting.

**Item 1: Minutes: Regular Meeting of July 15, 2015**

Ms. Williams moved the minutes of the July 15, 2015 Arts and Culture Commission meeting be approved. Second by Ms. Preston. All Members present voted aye and the motion was declared carried.

**Item 2: 2014 RFP for Public Art in Fargo**

Assistant Planner Maria Olson introduced the 2014 request for proposals (RFP) for Public Art in Fargo stating this item is coming before the Board to offer insight into how the City has previously dealt with public art funding and to see if there is any potential to build on this process in the future. She noted a few of last year's recipients will be speaking on this RFP, who include Jeff Knight and Brittany Sickler representing the Creative Bike Rack Project and Brad Delzer representing Beethovenfest.

Community Development Administrator Dan Mahli gave a summary of last year's RFP and the Community Development Committee's role in this process including the utilization of the Social Service and Arts Fund towards this RFP. He stated the 3 proposals that were selected were 1) Beethovenfest, 2) Creative Bike Rack Project, and 3) Rolling Art Fargo.

Last year's recipients spoke on their public art projects and discussion was held among Board Members regarding the implementation of the RFP process.

**Item 3: Public Art Collection Update**

Ms. Olson stated City staff would like to express their thanks and appreciation to the Plains Arts Museum and Allison Cassell, an intern with the Plains Art Museum and undergraduate at Concordia College, for her help in assisting City staff in compiling information on artwork owned by the City of Fargo. She stated they have been able to

document 81 works of art owned by the City, in addition to 16 works of art located in public places but not City-owned. She added this information will be used to create identification labels for existing art as well as an online collection database that will be available to the public.

**Item 4: Public Comment/ Announcements**

No public comments/announcements were heard.

**Item 5: Adjournment**

Ms. Del Val moved the meeting be adjourned. Second by Ms. Maland. All Members present voted aye and the motion was declared carried.

The time at adjournment was 4:52 p.m.

## MEMORANDUM

TO: Arts and Culture Commission  
FROM: Maria Olson, Assistant Planner  
DATE: September 9, 2015  
RE: 2015 Recommendation for Public Art Projects

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At the August Arts and Culture Commission meeting, the Commission reviewed last year's Request for Proposals for Public Art Projects in Fargo and heard from two of last year's RFP recipients about their projects. The intent of this meeting was to provide background and a starting point for generating a recommendation to the City Commission regarding the funding of public art for 2015. This meeting generated helpful discussion regarding advertising, coordination needs with city staff, as well as additional reporting requirements.

In follow up, staff has included for the Commission's consideration, a general proposal for a public art RFP similar to last year's RFP. In Addition, Mayor Mahoney has requested the Commission review and provide a recommendation regarding temporary art exhibits within City Hall and City owned buildings. Therefore proposals for a temporary art exhibit within City Hall and the adjacent skyway system have also been included for review and recommendation by the Commission.

As these proposals are reviewed, staff would ask that the following considerations be addressed:

1. Does the Commission wish to pursue any or all of the proposals submitted?
2. If so, how should these proposals be refined or amended?
3. How should the \$20,000 be allocated amongst the proposals?

If recommended for approval, these proposals will be amended accordingly and presented to City Commission for final approval.

**Recommended Action:** To recommend approval to the City Commission the following public art projects for the 2015 year, as presented by staff and amended by the Arts and Culture Commission:

1. Request for Proposals for public art projects
  2. Request for qualifications for a public art exhibit within City Hall
  3. Public art exhibit proposal within the city skyway
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## REQUEST FOR PROPOSALS Public Art Projects in Fargo

Published {DATE}

### Purpose:

The City of Fargo is accepting proposals from qualified artists or arts organizations who are interested in enhancing the public art experience within Fargo. This request for proposal (RFP) is intended to promote a broad range of public art experiences within Fargo. Therefore, proposals regarding both privately owned or City of Fargo owned or maintained facilities and locations are welcome.

### Funding:

Total funding available is \$\_\_\_\_\_

### Eligibility:

- Proposals may be for new or existing artwork or art based projects in any artistic media
- Proposal must be public in nature
- Artist or Arts Organization
- One proposal per applicant or organization

### Submission Requirements:

- Name of artist or arts organization. *If an arts organization is applying, please also identify a main contact.*
- Mailing Address
- Qualifications. *May attach a resume or curriculum vitae.*
- Written proposal outlining:
  - Project proposal including examples, images, or sketches needed to clarify proposal
  - How the project will be made available to the general public
  - Anticipated benefit of the project to the general public
  - Relevant experience related to or completing or demonstrating capacity to complete the proposed project
  - Expected timeline for project completion
  - Project budget outlining how funding will be spent and any additional funding sources
  - How the outcome or success of the project will be measured. These factors may be measured by qualitative or quantitative information.
  - Anticipated assistance from City Agencies (*i.e. ongoing maintenance, site selection or approval, sidewalk or street closures*)

**Deadline:**

Please submit a hard copy of the project proposal by **4:30 p.m., November 1<sup>st</sup>, 2015**. Late submittals will not be accepted. Proposals may be mailed or delivered to:

City of Fargo Department of Planning and Development  
200 3<sup>rd</sup> Street North, Fargo, ND 58102  
Attn: Maria Olson  
Re: Public Art RFP

Questions regarding the RFP can be directed to Maria Olson by email at [mdolson@cityoffargo.com](mailto:mdolson@cityoffargo.com) or by phone at (701) 476-4152.

**Review Criteria:**

The City of Fargo reserves the right, in its sole discretion, to reject any and all proposals or accept any proposal in whole or in part. The review committee will evaluate each proposal based on the following criteria:

- Preference given to local artists
- Amount of funding leveraged from outside sources or in-kind contributions
- Project feasibility
- Accessibility of project by the general public (*i.e, free, located in a public place*)
- Emphasizes underutilized or unique areas within Fargo
- Implements goals outlined within the GO2030 Fargo Comprehensive Plan and other stated City goals. Fargo Comprehensive Plan: [www.cityoffargo.com/go2030](http://www.cityoffargo.com/go2030)

**Review Process:**

A subcommittee of the City of Fargo Arts and Culture Commission will act as the review committee for this proposal. The review committee's recommendation shall be reviewed by the Arts and Culture Commission at their November 18<sup>th</sup> Commission meeting, with final approval by the City Commission. Applicants will be notified regarding the status of their proposals following the November 18<sup>th</sup> meeting and following final approval by City Commission.

**Permissions:**

The City of Fargo reserves the right to photograph and otherwise document funded public art projects and proposals for promotional purposes.

**Additional Information:**

A printable copy of this RFP, as well as examples of previously approved proposals will be made available through the end of the application period at the following website:

[\[Redacted Website URL\]](#)

## Project Proposal for a Temporary Art Exhibit in City Hall

*The following proposal outlines staff's recommendation for a temporary art exhibit within City Hall. If the commission chooses to approve the proposal, staff will follow up with a temporary exhibit policy and artist solicitation document prior to presentation to City Commission.*

**Proposal:** There are multiple locations within City Hall suitable for the display of artwork by regional artists on a temporary basis. This exhibit proposal is representative of the standard practice within many communities for exhibits within their City Hall. By inviting local artists to display their work within the civic sphere, it allows the community to recognize and celebrate the local artistic talent and provides an eye-opening and enriching environment for the visitors and employees of City Hall.

**Timeline:** Bi-Annual Exhibit

**Artist Solicitation Method:** Request for Qualifications for a single artist to display work

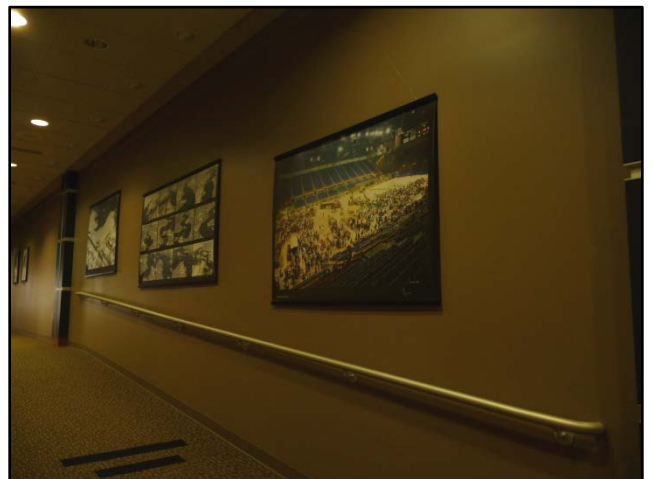
**Jury Method:** Arts and Culture Commission to act as the review and selection committee

**Honorarium or Award:** City to purchase one work of art from each exhibit with a maximum expenditure of \$1,000.

**Type:** 2D wall-mountable works

**Location:** The preferred location for an exhibit would be the hallway adjacent the Commission Offices. Although the existing displays would need to be moved, this is the only location within City Hall with a hanging system. Artwork will also be protected from direct sunlight.

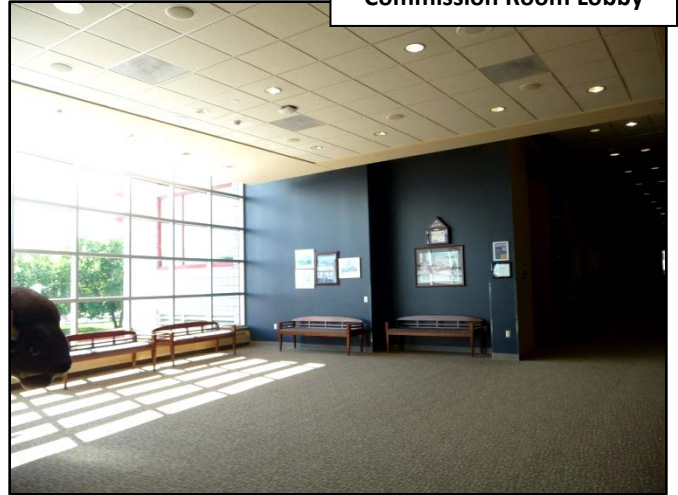
Hallway Adjacent Commission Offices



**Alternate Locations:** The lobby adjacent the Commission Room as well as smaller meeting rooms within the Commission Offices may also be suitable for temporary art exhibits. These areas would require a hanging system to be installed, and offer less wall space than the Commission Hallway but appear brighter and more open than the hallway area.



Commission Room Lobby



Large Meeting Rooms



**Additional Considerations:** Hanging systems need to be installed in display areas if artwork is to be changed on a regular basis. **This may add an additional \$1,000-\$2,000 to the first project.**

An artist reception could also be included within the exhibit programming.



## Project Proposal for a High School Juried Exhibit in Skyway

*The following proposal outlines staff's recommendation for a High School Juried Exhibit in the public skyway. If the commission chooses to approve the proposal, staff will coordinate with the Fargo Youth Initiative in order to contact area high schools and confirm project details prior to presentation to City Commission.*

**Proposal:** In order to create public art opportunities which are available to a broad spectrum of artists, it is important to provide opportunities for artists who may not be eligible for other public art opportunities due to age or experience. Therefore staff is proposing to invite area high school students to display their work temporarily within the public skyway system.

**Timeline:** Single exhibit, to be completed between December 2015 and February 2016

**Artist Solicitation Method:** Call for Artists to be distributed to all high schools located within Fargo

**Jury Method:** Sub-Committee of the Arts and Culture Commission or 2-3 Jurors

**Honorarium or Award:** Awards may be granted for best in show, 1<sup>st</sup>, 2<sup>nd</sup> Place, etc. Total award dispersal not to exceed \$750.

**Type:** 2D wall-mountable works and small 3D works

**Location:** The public skyway which connects from City Hall to North Broadway receives extensive foot traffic during the winter months and would be a good location for a public art exhibit. Although the majority of the skyway is finished with wall-paper or other non-repairable surfaces, there are a few areas of drywall which could be used for hanging space. There are also windows with large ledges that can be used to display smaller 3D works.



**Additional Considerations:**

It may be desired to provide additional funds to host an artist reception for the students. Additional costs could include refreshments, costs for bussing students, advertising, hanging materials, etc.

Estimated additional fee for reception and display: \$1,000.