

## MEMORANDUM

TO: Arts and Culture Commission  
FROM: Maria Olson, Assistant Planner  
DATE: October 14, 2015  
RE: Arts and Culture Commission Meeting

The next meeting of the Arts and Culture Commission will be held on Wednesday, October 21st at 4:00 p.m. in the Fercho Conference Room of the Downtown Library. 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, October 21, 2015 4:00 p.m.**  
**Fercho Conference Room, Downtown Library**  
**AGENDA**

1. Approval of Minutes for September 16, 2015 Meeting
2. Sub-Committee Selection
  - a. Public Art Master Plan RFP Submittals
  - b. Public Art Projects in Fargo RFP
3. Update on Temporary Art Exhibit and Juried Art Exhibit Proposals
4. 2016 Budget
5. America for the Arts Recap
6. Public Comment/Announcements
7. 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.



**Item 3: Public Comment/Announcements**

Board Members stated submissions for the Fargo Flag are located on The Arts Partnership's website for anyone who wants to vote on their favorite flag, and the deadline for voting is September 23 at 5 p.m.

**Item 4: Adjournment**

Mr. Olson moved the meeting be adjourned. Second by Mr. Bertolini. All Members present voted aye and the motion was declared carried.

The time at adjournment was 4:39 p.m.

## MEMORANDUM

TO: Arts and Culture Commission  
FROM: Maria Olson, Assistant Planner  
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RE: Sub-Committee Selection

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Two upcoming projects, the Public Art Master Plan RFP and the Public Art Projects in Fargo RFP, will require additional review by sub-committees of the Arts and Culture Commission prior to review and recommendation by the Arts and Culture Commission as a whole. At the October 21st Arts and Culture Commission meeting, it is asked that the commission select sub-committee members to review these proposals. Sub-committee meeting dates and times will be arranged by staff at a later date.

Attached for your review is an outline of the selection process for both RFPs, as well as schedules for November of 2015. These schedules outline the time frame which these projects need to be reviewed and approved.

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**Public Art Master Plan Selection Committee**

In July of 2015, the Arts and Culture Commission approved a Request for Proposals for Consulting Services for a Public Art Master Plan. On September 28<sup>th</sup>, City Commission approved the RFP which was subsequently issued on October 1<sup>st</sup>.

The RFP stated that a selection sub-committee consisting of four members of the Arts and Culture Commission would provide primary review of the submittals. These four members need to be selected.

In Addition to the regularly scheduled Arts and Culture Commission meeting, it can be expected that sub-committee members will need to dedicate an additional 4-5 hours in November to review proposals and conduct interviews.

**Schedule for the Public Art Master Plan RFP Selection Phase:**

~ November 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Deadline Public Art Master Plan RFP	3-6: <b>Nov. 3-6: Proposal Review and Finalist Selection Period</b> Sub-committee members will need to meet once to select RFP Finalist. Meeting may be during daytime or evening hours.			6	7
8	9-12: <b>Nov. 9-12: Interviews with Selected Finalists</b> Sub-committee members will need to meet once to conduct interviews with selected finalists. Daytime meeting hours preferred.			12	13	14
15	16	17	18 Recommendation of Selected Consultant to Arts & Culture Commission	19	20	21
22	23	24	25	26	27	28
29	30	<b>Notes:</b> Recommendation of selected consultant to City Commission will occur on December 7, 2015.				

**Public Art Projects in Fargo RFP Selection Committee**

The Public Art Projects in Fargo RFP was approved by the Arts and Culture Commission at its September meeting. The RFP is *tentatively* scheduled to be published between October 16<sup>th</sup> and the 20<sup>th</sup>. The RFP designates a selection sub-committee of the Arts and Culture Commission to serve as the review committee for this proposal. The commission needs to designate how many members will serve on the sub-committee and who those members will be.

In addition to the regularly scheduled Arts and Culture Commission meeting, it can be expected that sub-committee members will need to dedicate an additional 1-2 hours in November to review proposals.

**Tentative Schedule for the Public Art Projects in Fargo RFP Selection Phase:**

~ November 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Deadline Public Art Projects in Fargo RFP	5	6	7
8	9	10	11	12	13	14
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Nov. 5-10: Project Selection</b>            Sub-Committee members will need to meet once to select projects to be recommended to the Arts and Culture Commission.</p> </div>						
15	16	17	18 Recommendation of Selected Projects to Arts & Culture Commission	19	20	21
22	23 Tentative Date for Recommendation of Selected Proposals to City Commission	24	25	26	27	28
29	30					