



# *FSB Architects and Engineers*

*Solicitation RFQ-2020-399*

*CALL TO ARTISTS: REQUEST FOR QUALIFICATIONS  
NORTHEAST HIGH SCHOOL LEGACY MEMORIAL  
LOCATED AT 3100 N. KELLY AVE.*

*DISTRIBUTED AND ASSISTED BY  
OKLAHOMA CITY'S OFFICE OF ARTS & CULTURAL AFFAIRS*



***DEADLINE: March 18, 2021 by 4:00:00PM CST***

## PROJECT

This announcement seeks qualifications for 2D and 3D artists to be considered for a Legacy Memorial for the new Northeast High School Legacy Plaza to be constructed on N. Kelly Avenue. This development project is important to the alumni of Northeast High School and the residents of NE Oklahoma City and studies have shown that public art increases the quality of life in a community. This public art installation is meant to help increase a sense of value and ownership in the area.

## BUDGET

\$30,000.00

## DEADLINE

4:00:00PM (CST) on March 18, 2021

## DESCRIPTION

Frankfurt Short Bruza & Associates PC. (Architect) with support from The City of Oklahoma City' Office of Arts & Cultural Affairs announces this call to professional artists to submit their qualifications to be considered for a public art project to create a Legacy Memorial for the new Northeast High School Legacy Plaza to be constructed on N. Kelly Avenue Boulevard in Oklahoma City.



**Figure 1 Architectural concept for memorial placement. Memorial location shown in granite over pavers.**

A preference will be given to artist/artist team which identify as alumni or locally based (living within a 120 mile radius of the Project site) Project Manager who is the main Project contact and who can be on site or react quickly as needed for construction meetings and other contingencies. Artists may designate themselves, if locally based within 120 miles of the project site.

## BACKGROUND

(Oklahoma City, OK) - On Monday, January 13, 2020, the Oklahoma City Public Schools Board of Education and Superintendent Dr. Sean McDaniel were presented the recommendations made by the Northeast Legacy committees on how to honor the history of the former Northeast High School.

OKCPS Board Policy D-08 allows individual school sites to be responsible for naming buildings or rooms located on school grounds, so Board approval is not required. However, once a change has been made by the principal, the committee shall advise the Superintendent and the Board of the name change.

“From the beginning, OKCPS has been committed to working together with families, alumni and the existing school community to honor the legacy of Northeast,” said Dr. Sean McDaniel. “The Board and I recognize that the Northeast name has important and unique historical significance to our district and our city. Through committee work and other efforts, OKCPS is dedicated to preserving the history of Northeast while continuing our quest for academic and artistic excellence at Classen SAS High School at Northeast.”

In September 2019, Dr. Marsha Herron, OKCPS’ Executive Director of Equity and Innovation, was tasked by Superintendent McDaniel to create and guide three committees toward a set of recommendations. As a graduate of Northeast, she said she felt a special connection to the work. “Northeast High School stood as a cornerstone for integration and progression in Oklahoma City Public Schools,” said Dr. Herron. “It gave so much to so many and should live on through the building and grounds for all to see.”

Three committees made up of innovative alumni, administrators, faculty/staff, and students were established through an open application process in the first week of October 2019. Of the 34 applicants, a total of 14 people participated between the three committees. The initial meeting for the committees was held on October 15th and the preliminary work concluded with the last committee meeting held on November 19th.

The Plaza and Alumni Room committees chose to merge into one group and FSB was selected as the Architect to design the project.

“We felt this process was a good experience because it gave us an opportunity to preserve the historical significance of Northeast High School in the building. We look forward to having a permanent place in the building and grounds moving forward.”

- Melodie Moore, Chair for the Plaza and Alumni Room Committee

“I consider it an honor to be part of a process that will recognize and celebrate outstanding members of the Northeast community. I hope this will help our students to better understand the history of the building and to appreciate the impact that the educators they interact with here every day could ultimately have on their lives and on our community as a whole.”

- Scot McAdoo, Classen SAS High School at Northeast Principal

## Northeast Viking Pride Plaza Requests from Alumni Committee:

1. The Plaza should create an outdoor space that reflects the impact of the Northeast High School Legacy within the community.
2. Some of the elements requested for this area including the memorial are:
  - a. Memorial Concept requested through this Call to Artists - to be located between the grass oval and the sidewalk in front of the school's main entrance. Approx. 3'5" wide x 5' tall x 2' deep.
    - i. Facing Plaza - 30th/Kelley Ave.:
      1. Large Viking head etched on top of the monument
      2. Followed by "Founded in 1936"
      3. Alma Mater (words & count to be provided)
    - ii. Facing the front entrance of the school
      1. Large overlapping N and E
      2. Viking Fight song (words & count to be provided)
    - iii. Oval-shaped base, wide/tall enough to include the names of the 13 students integrated in 1960, circular pattern (list of names to be provided at a later time).
  - b. Dedication plaque (by others)- engraved stone tablet affix to the building with the following words: "This piece of stone is dedicated in genuine appreciation for Dr. Melvin R. Todd, assistant principals/principals, staff, faculty and the thousands of students who entered these doors when this building was known as Northeast High School. Each and all grew in their values, principles, and their commitment to fundamental human rights, civil liberties, and justice for all humankind."
  - c. Oval (by others) – grass to be replaced with donation bricks & pavers. Designation of the area and donation bricks to be determined by the Northeast Legacy Committee at a later time.

## ELIGIBILITY

This opportunity is open to all practicing artists, a contract shall be made with someone at least 18 years of age. Submissions from artist teams are particularly encouraged including younger apprentice artists and former alumni. All artists and artist teams selected for final interviews must attend all required information sessions and site visits. Artists and artist teams should have a variety of skills and public art experience with exterior 2D or 3D installations and with budgeting of time and money, as demonstrated by images of previous works and by resume.

## SELECTION CRITERIA

1. Design must reflect the local customs, styles or cultural attitudes of neighborhood residents and provide a sense of place and contribute to the architectural and cultural heritage of the area.
2. Artistic excellence, originality, and ability to produce a consistent body of work, as evidenced by representation of past work in images and other supporting materials
3. Demonstrated experience with exterior 2D or 3D installations
4. Experience with Projects of a similar scale and scope
5. Appropriateness of artists approach and style to the Projects intent and Site

6. Availability to work within Project time frame and to be present in Oklahoma City through completion of the Project
7. Good work habits: ability to meet deadlines, experience with budgeting, good communication skills, good problem-solving abilities—as supported by references
8. Other criteria as may be established by the jurors. Any additional criteria shall be outlined in the Selection Committee’s written instructions provided to artist(s) invited to final interviews.

## SUBMISSION

Proposers must be on the Oklahoma City’s prequalified artist list or must include an alumni artist on the team. All shall submit electronically by email to **Blair Tillman at btillman@fsb-ae.com**. **If any issues arise or if your file is larger than 10MB please contact Blair Tillman (btillman@fsb-ae.com or 405-840-2931) prior to the submission deadline to coordinate a large file transfer.**

To fully respond to this Request for Qualifications you will be required to send the following items to Blair Tillman prior to the 4:00:00 pm March 18, 2021 deadline established in this announcement.

### Artist Statement

The artist statement is developed by the artist who will be the principal contact and Project manager. Prepare a brief letter explaining why you are the best candidate for this Project. If a team, explain the team members’ roles and why your combined experience makes you the best candidates to be considered for this Project.

### Resume

Include a current professional resume for each artist and/or team member, emphasizing similar experience. Please limit resume to more recent and relevant experience; two pages is generally sufficient.

### Six Digital JPG images for each team member

*Note: Only digital (JPG or PDF) images of completed work will be accepted. No renderings or proposals may be included.* Include six digital images in .jpg format, not to exceed 2MB in size (use image resolution not less than 72 ppi and not more than 200 ppi). Match image file names to image ID sheet, numbered and ordered consecutively (for example: *1.artist.title1; 2.artist.title2; etc*). If a team is comprised of more than 3 members, limit images to 3 per team member.

### Image ID Sheet

Image ID information for each image consecutively: file name/number, title, medium, dimensions, location (city), year completed (see attached sample)

## SELECTION PROCESS

After the submission deadline, artist application materials will be screened by FSB staff to ensure completeness of applications and conformity to the standards outlined in this RFQ before presentation to the Selection Committee. Incomplete submittals will not be considered.

The Selection Committee will be comprised of (but not limited to):

- Architectural design team member
- A representative from Oklahoma City Public Schools
- Representatives from Plaza and Alumni Room Committee

The Selection Committee will be highly involved in the selection of finalists and recommendation of Project Award. At the first Selection meeting, the Committee will produce a short-list of three finalists. This is a two-step process. First, the field of submittals is narrowed by evaluation based on the images and image information only. Jurors see submitted images and hear the description given on the image ID sheet. Each juror ranks the artist from 1 (low) to 5 (high) and results are tabulated. (**Note: it is critical that artists submit their best images of relevant work.**) Second, among artists with the highest vote totals, further review is made using information from the artist resumes, statements, and references. Up to three finalists are selected for the final round, where all submitted information will be used in selecting the winning artist or artist team.

The finalists will then participate in two events:

1. The first event is a Mandatory Site Tour of the site and the surrounding area in order for finalists to understand the; location, its context, and the school, generally.
2. The second event is an online interview with the Selection Committee, where the artist will present a Conceptual Design Report, including a budget and schedule based upon what was learned from the Mandatory Site Tour. The Conceptual Design Report will include:
  - A proposed design approach for the memorial
  - A draft budget for the memorial Project, including materials description
  - Background information about the artist, team members (if any), and each member's role on the Project
  - One-page Artist Statement about work proposed
  - Statement about any conflicts in schedule for Project
  - Project reference contact information for each artist team member

An honorarium of \$250.00 will be paid to each finalist/finalist team (only one payment per team) approximately thirty days after the presentation of a Conceptual Design Report and Finalists' proposals should be designed in response to the surroundings, culture, and history of Northeast High Scholl Oklahoma City. It is important that the design selected provides a colorful composition that identifies with the community's values and heritage.

## SCHEDULE OF EVENTS

The following schedule is slated for this Call to Artists. Please note that FSB reserves the right, as deemed necessary, at its sole discretion to adjust this schedule. **Interested proposers are strongly encouraged to contact Blair Tillman (btillman@fsb-ae.com) as soon as possible.**

<b>Call to Artists Announced</b> .....	<b>Thursday, March 4, 2021</b>
<b>Non-Mandatory Information Meeting*</b> .....	<b>12:30 pm CST Wednesday March 10, 2021</b>
<b>Deadline for Artist Submissions</b> .....	<b>No Later than 4:00:00pm CST Thursday March 18, 2021</b>
<b>First Selection Committee Meeting</b> .....	<b>week of March 22, 2021</b>
<b>Notification of Selection Results</b> .....	<b>by March 26, 2021</b>
<b>Deadline for Artists to accept/decline invitation to interview</b> .....	<b>Friday, April 2, 2021</b>
<b>Mandatory Site Tour</b> .....	<b>week of April 5, 2021</b>
<b>Finalist Presentations and Interviews</b> .....	<b>week of April 22, 2021</b>
<b>Notification of Selection</b> .....	<b>by April 29, 2021</b>
<b>Approval and Contracting Period</b> .....	<b>May 2021</b>
<b>Begin Installation</b> .....	<b>July 2021</b>

**\* Link to information conference:**

**Zoom Meeting**

<https://us02web.zoom.us/j/82268406443?pwd=YStFcmtQaVFvUUtKZ0htbVNYWWRPQT09>

Meeting ID: 822 6840 6443 Passcode: 136528 Phone 1-346-248-7799

## OTHER SUBMISSION ENTRY INFORMATION

The Architect reserves the right to withdraw this Call to Artists at any time and for any or no reason. Receipt of submission entries by the Architect or submission of an artist's entry to the Architect or Selection of an artist for purposes of negotiating a contract confers no rights to any artist nor obligates the Architect in any manner. The Architect reserves the right at its sole discretion and for any reason, to reject all submission entries and not award any contract and to solicit additional or different submission entries later. The Architect incurs no obligation regarding this Call to Artists, or any contract resulting therefrom, until a contract, and documents are properly submitted and executed by all parties thereto.

Any submission shall remain a valid entry for six (6) months after the submission deadline or until the Architect executes a contract, whichever is sooner. In the event the selected artist fails to negotiate a satisfactory contract or fails to perform, and the contract is terminated within forty-five (45) days of its initiation, the Architect may request the artist submitting the next best entry to honor their submission entry.

Costs of developing a submission entry are solely the responsibility of the artist. The Architect shall not provide reimbursement for such costs. The Architect shall not be liable for any artist's preparation costs for any reason, other than that paid as an honorarium to finalists for the Conceptual Design Report presented to the Selection Committee at the final interview as described in this Solicitation. Submission of an entry shall constitute acceptance of the terms, conditions, criteria, requirements and evaluations set forth in this

Call to Artists and operates as an offer and a waiver of all objections and Proposer originated modifications to the contents of this Call to Artists.

All entries properly submitted shall be received and reviewed by the Architect. The Architect reserves the right to reject any entry deemed to be non-responsive for failure to comply fully with the terms of the Call to Artists. However, the Architect reserves the right, at its sole discretion, to request clarifications, corrections, or additional information and to waive Irregularities in execution or delivery of the entry provided it is in the best interest of the Architect.

The Architect reserves the right to amend this Call To Artists at any time no later than five (5) working days prior to the deadline for submission of the entries, unless the amendment is for the purpose of extending the deadline or time for the receipt of this Call to , in which case such amendment may be promulgated at any time prior to the previously published deadline or time for Submissions receipt.

All amendments to this Call to Artists will be made through email. Any oral statement or representation in response to a Written Inquiry will not be binding on the Architect.

## **QUESTIONS**

All questions, comments, or inquiries regarding this Call to Artists, must be made through email to [btillman@fsb-ae.com](mailto:btillman@fsb-ae.com). The deadline for questions related to this Solicitation is seven days prior to the submission deadline published on this Request for Qualifications.

## **INSURANCE**

The artist recommended by the Selection Committee and Oklahoma City Arts Commission shall be required to enter into contract with the Architect for the entire duration of the Project. Depending on the specific scope of the Project, prior to the issuance and throughout the duration of the contract, the artist shall be required to maintain insurance, as required by the Architect.

## **CONTRACT**

The selected artist must be willing to negotiate a contract satisfactory to the Architect. In the event the Architect is unable or unwilling to successfully negotiate with the artist submitting the best entry, the Architect reserves the option of rejecting the artist and negotiating with the artist submitting the next best entry.

In an attempt to satisfy the legal requirements of the Architect, the contract will require that artist waives rights under the Visual Artists Rights Act (VARA); however, after the written waiver, the Architect is willing to reinstate to the artist certain VARA Trademark rights.

## **General VARA Waiver for Works of Visual Art (Two-Dimensional Artwork)**

I, \_\_\_\_\_ (print name), “Artist,” hereby acknowledge the rights of attribution and integrity generally conferred by Section 106A(a) of Title 17 of the U.S. Code, (The Visual Artists Rights Act of 1990, “VARA”), and any other rights of the same nature granted by other federal, state or foreign laws. Artist hereby waives his/her VARA rights for the following work(s) of visual art:

ARTWORK ENTITLED:

MATERIALS:

Date: \_\_\_\_\_ Signature of Artist: \_\_\_\_\_

Sample image ID sheet

Project: \_\_\_\_\_

Artist name: \_\_\_\_\_ Phone/email: \_\_\_\_\_



1.Title  
Medium  
Dimensions  
Location (city)  
Year completed:  
Value:



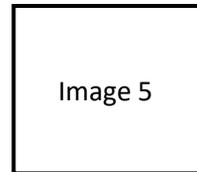
2.Title  
Medium  
Dimensions  
Location (city)  
Year completed:  
Value:



3.Title  
Medium  
Dimensions  
Location (city)  
Year completed:  
Value:



4.Title  
Medium  
Dimensions  
Location (city)  
Year completed:  
Value:



5.Title  
Medium  
Dimensions  
Location (city)  
Year completed:  
Value:



6.Title  
Medium  
Dimensions  
Location (city)  
Year completed:  
Value: