

**HILLSBOROUGH COUNTY  
FLORIDA**

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**CALL FOR ARTISTS**

**FOR**

**BRANDON COMMUNITY HEAD START  
PUBLIC ART PROJECT**

CONTACT PERSON:

BILL IVERSON, PROJECT MANAGER  
FACILITIES MANAGEMENT SERVICES  
PUBLIC ART PROGRAM  
601 E. KENNEDY BLVD., 23rd FLOOR  
P.O. BOX 1110  
TAMPA, FLORIDA 33601

TELEPHONE: (813) 307-1070

FAX: (813) 272-7062

E-MAIL: [PUBLICART@HILLSBOROUGHCOUNTY.ORG](mailto:PUBLICART@HILLSBOROUGHCOUNTY.ORG)

June 28, 2011

HILLSBOROUGH COUNTY IS INVITING INTERESTED ARTISTS TO PROVIDE RESPONSES TO THIS CALL FOR ARTISTS FOR A PUBLIC ART PROJECT TO BE LOCATED AT BRANDON COMMUNITY HEAD START, 9547 E. COLUMBUS DRIVE, TAMPA, FL 33619 DETAILS ARE INCLUDED HEREIN.

### **INSTRUCTIONS TO ARTISTS**

**PROJECT TITLE: PUBLIC ART PROJECT FOR BRANDON COMMUNITY HEAD START**

**LOCATION: 9547 E. COLUMBUS DRIVE, TAMPA, FL 33619**

**SUBMISSION DEADLINE: FRIDAY, JULY 29, 2011 AT 5:00 PM**

**PLACE OF PROPOSAL DELIVERY: DEPARTMENT OF FACILITIES MANAGEMENT SERVICES, PUBLIC ART PROGRAM, COUNTY CENTER, 23rd FLOOR, 601 E. KENNEDY BLVD., TAMPA, FL 33602**

#### **1.0 PROJECT INFORMATION:**

- 1.1 Hillsborough County (County) is interested in receiving submissions from Artists for the creation of a public art project at the Brandon Community Head Start facility. The facility is located in the central area of Hillsborough County at 9547 E. Columbus Drive, Tampa, FL 33619. A location map is attached as Attachment A.
- 1.2 The selected artwork is envisioned to be carefully incorporated into the building or site and may highlight the mission and vision of Head Start, and celebrate the early childhood experience. The preferred location for the artwork at the facility is on the large exterior wall adjacent to the main entrance. This wall faces the parking lot and is in a highly visible location. It will provide a surface for a mural welcoming patrons to the facility. Photos of the facility are attached as Attachment B.
- 1.3 Hillsborough County Public Art Calls for Artists can be accessed through DemandStar-Onvia by calling (800) 711-1712 or the websites [www.demandstar.com](http://www.demandstar.com) or [www.hillsboroughcounty.org/publicart/](http://www.hillsboroughcounty.org/publicart/). For information about registering with DemandStar see section 6.0.
- 1.4 The County-owned facility serves as a Head Start site. Hillsborough County Head Start/Early Head Start is an exemplary early childhood program that partners with families and the community to build a foundation for self-reliance. They provide quality educational opportunities for all children and their families in a safe and nurturing environment. They employ qualified and caring staff committed to the social, emotional, and physical well-being of all children. "Strengthening the community one family at a time."

#### **2.0 INSTRUCTIONS FOR SUBMISSIONS:**

- 2.1 Artists who wish to be considered for this project must submit the following materials (incomplete submissions may not be considered):
  - 2.1.1 A current professional resume or curriculum vitae.
  - 2.1.2 A minimum of 10 and a maximum of 20 digital images of previously completed artwork, formatted on a PC compatible CD-ROM. The images should be formatted for the MS Windows environment in .JPG format with a resolution not to exceed 400 dpi. Any masking or borders should be black, not white. Image files must be properly labeled each with artist's last name and a number (1-20) assigned per image list. (e.g.: smith\_1.jpg, smith\_2.jpg). Artist's name should NOT appear on the image. Artists may also include text items (statement, resume and Image ID sheet) on the CD, however you must also send hard copies of those items. CDs must be clearly labeled with the artist's name and sent in a protective case. Ensure that all files sent electronically have been scanned by up-to-date virus scanning software. Files with detected viruses will be destroyed and will not be considered. The first five artworks

presented on the CD should be those that are most related to this project. Provide details, close-ups or multiple viewpoints of large or complex artworks.

- 2.1.3 One copy of an annotated, typewritten list of images identifying slides/images by number and listing media, size of the work, title, date and a brief description of the artwork, if necessary. Include thumbnails of the images or add a contact sheet of the images for reference.
- 2.1.4 Optional: A statement of work, publications, reviews or other items that may assist the Committee in evaluation of artwork. No more than 3 items should be included and all should fit within a 9" x 11" manila folder. Larger items will not be considered.

2.2	<u>Mail Submissions to:</u> Hillsborough County Public Art Program Architecture Services Section P.O. Box 1110 Tampa, FL 33601 Re: Call to Artists – Brandon Head Start	<u>Deliver Submissions to:</u> Hillsborough County Public Art Program 601 E Kennedy Blvd, 23rd Floor Tampa, FL 33601 Re: Call to Artists – Brandon Head Start
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2.3 Submissions must be received by 5:00 p.m. on Friday July 29, 2011

2.4 Additional Instructions

2.4.1 DO NOT SEND ORIGINAL ARTWORK.

2.4.2 Clearly mark the outside of the envelope RE: Call to Artists – Brandon Head Start

2.4.3 Include a self-addressed, stamped envelope with adequate postage (SASE) for the return of materials. CDs will not be returned and will be destroyed upon completion of the selection process unless submitter requests that we retain them in their Artist Registry file. See paragraph 2.4.5 for instructions.

2.4.4 Artists who are on file with the Hillsborough County Public Art Program Artist's Registry may submit to this Call for Artists by sending a written request for the Public Art Program to pull their file for submission. Written requests may be accepted via fax (813-272-7062), email ([PublicArt@hillsboroughcounty.org](mailto:PublicArt@hillsboroughcounty.org)) or by mail to the mailing address listed above.

2.4.5 Artists who wish to be included in the Artists Registry should fill out the Artist Registry form posted on the Public Art web page [www.hillsboroughcounty.org/publicart/resources/forms/artistslideregistry.pdf](http://www.hillsboroughcounty.org/publicart/resources/forms/artistslideregistry.pdf) and include it in their application materials. Application materials will be transferred to the Artists Registry for potential consideration with future projects. Every effort will be made to retain your submitted CD for inclusion in the Artist Registry but the Hillsborough County Public Art Program accepts no responsibility for any damage to the CD in shipping, presentation or storage.

3.0 **ESTIMATED BUDGET, SCHEDULE AND SELECTION PROCESS:**

3.1 Estimated Budget: Up to \$15,000

3.2 Estimated Schedule:

- July 29, 2011  
– Submission deadline
  
- Third Quarter 2011  
- Review of artist's submissions

- Short listed artists are selected for proposal phase

Fourth Quarter 2011

- Artists notified of selections
- Short-listed artists prepare and present proposals for review
- Final artwork selected for commission and Agreement negotiated with selected artist

### 3.3 Selection Process:

- 3.3.1 Artwork may be acquired by commissioning new work specifically for the site or by purchasing existing work. All artist submissions are reviewed and up to three artists are short listed. Short listed artists may be requested to develop a specific proposal for the project. Short listed Artists are given further information on the project, provided a tour of the site, and meet with architects and other planners. These artists present their concept including a working budget. Artists may use a wide variety of means to communicate their concepts including blueprints, maquettes, drawings, computer-generated imagery and material samples. The site specific proposals will be reviewed and the top rated proposal will be considered for an Agreement.
- 3.3.2 An Agreement is negotiated with the artist providing the top rated site specific proposal. This provides for the artist to design and execute a work and meet all related costs such as travel, materials, fabrication, transportation, insurance and installation of the work, within a mutually agreed time period for a fixed fee. Progress payments are made over the course of the contract in accordance with a mutually agreed schedule. Compliance with financial arrangements between the artist and his/her sub-contractors is the responsibility of the artist.
- 3.3.3 If an agreement cannot be successfully negotiated in a timely manner with the top rated artist, the County has the option to negotiate with the next rated Artists in order of rating.

### 4.0 ATTACHMENTS:

The following Attachments are included as a part of this Call for Artists:

- 4.1 ATTACHMENT A: LOCATION MAP
- 4.2 ATTACHMENT B: IMAGES OF SITE

### 5.0 REQUESTS FOR INFORMATION/CLARIFICATION:

- 5.1 Any Artist requesting additional information, interpretation, and/or clarifications relating to this project shall make written request addressed to:

Bill Iverson, Project Manager, Public Art  
Public Art Program  
P.O. Box 1110 (601 E. Kennedy Blvd , 23rd Floor)  
Tampa, Florida 33601  
Phone: (813) 307-1070  
Fax: (813) 272-7062  
e-mail: [Publicart@Hillsboroughcounty.org](mailto:Publicart@Hillsboroughcounty.org)

- 5.2 If it is deemed necessary, an addendum to this Call for Artist may be issued through DemandStar. Artists are responsible for registering with DemandStar to receive these Addendum and future Calls for Artists issued by Hillsborough County.

### 6.0 REGISTERING WITH DEMAND STAR

- 6.1 Hillsborough County is using Onvia DemandStar to notify vendors by email or fax about Hillsborough County Board of County Commissioners' bidding opportunities. To receive notifications, vendors **MUST** register with Onvia DemandStar by going to [www.demandstar.com/register](http://www.demandstar.com/register) or by calling 1-800-711-1712. By registering, vendors that have downloaded a bid opportunity will automatically receive notification of related addenda. **Note**, if registering solely for Hillsborough County BOCC under the Onvia DemandStar Free Agency checkbox, there is no cost for this bid notification service.
- 6.2 Hillsborough County issues its solicitations electronically through its contracted vendor, Onvia DemandStar. All addenda to such solicitations will be issued exclusively through Onvia DemandStar. If you have obtained this solicitation from a source other than Onvia DemandStar, you will not be listed on the plan holders list and may not receive notification of any addenda issued. Failure to receive any issued addenda shall not relieve the bidder/proposer from any obligation(s) contained in the addenda. To access Hillsborough County solicitations and any resulting addenda, please go to [www.demandstar.com](http://www.demandstar.com) or call 1-800-711-1712.
- 7.0 RISK:**
- 7.1 Artists responding to this Call for Artists do so at their sole expense and risk. The County reserves the right to change or cancel this Call for Artists at any time.
- 7.2 No Artist is guaranteed the award of an Agreement or any work as a result of being favorably ranked for this project. Any changes made to this Call for Artists shall be made by means of a written addendum. It shall be the responsibility of the Artist to assure that all addenda have been received prior to submitting a proposal.
- 8.0 PUBLIC RECORDS ACT:**
- 8.1 Pursuant to Florida Statutes, sealed responses to this Call to Artists are exempt from the public inspection requirements of the Public Records Act until such time as the announcement of a decision based on the proposals or within 10 days after proposal receipt date, whichever is earlier.

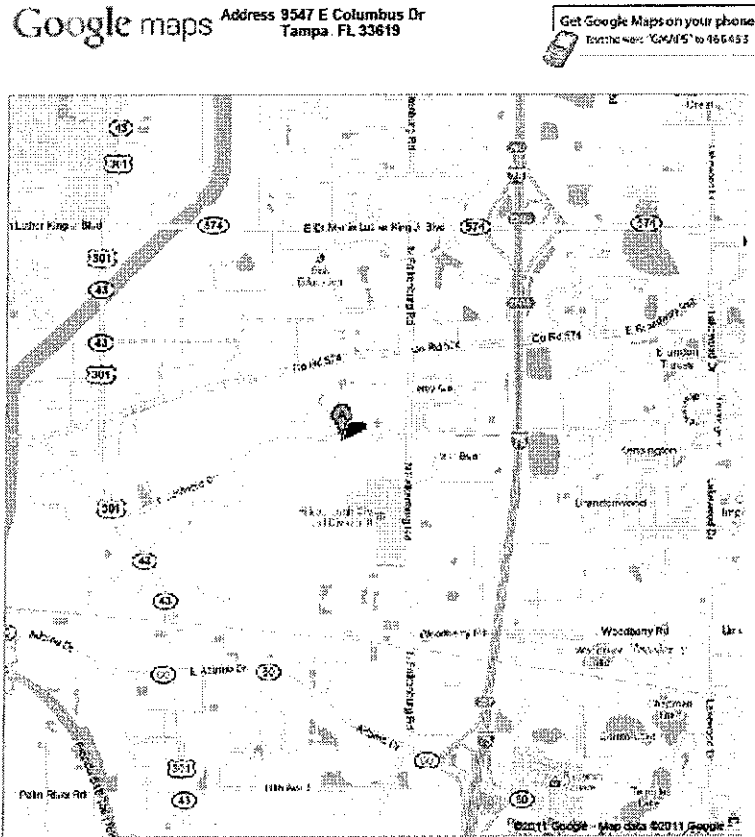
**END OF DOCUMENT**

Attachment A

Location Map  
Brandon Head Start

9547 E Columbus Dr. Tampa, FL 33619 - Google Maps

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Attachment B  
Images of the Facility

