

CITY of CONCORD



# PUBLIC ART MASTER PLAN

Request for Qualifications #2500



**Focus: Creation of a Master Plan for Public Art  
Throughout the City of Concord, NC**

**SUBMISSION DEADLINE:** September 7, 2021 at 4:30 p.m.

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**RFQ SUBMISSION FORMAT:** Proposals should be provided as 1 digital copy (via email) delivered to:

**City of Concord Planning Department**

Attn: Sarah Gay

Clearwater Arts Center & Studios Manager

223 Crowell Dr. NW.

Concord, NC 28025

[gays@concordnc.gov](mailto:gays@concordnc.gov)

### **Qualification Statement Notes:**

Digital submissions should be in .PDF format. Electronic submission of the statement of qualifications is **due no later than 4:30 p.m. on September 7<sup>th</sup>, 2021** at the email address above. No statement of qualifications will be accepted after this time.

The City reserves the right to reject any and all statements of interest. It is anticipated that a contractor will be selected and notified in early October 2021.

An electronic receipt will be sent when your submission is downloaded to our server. The subject line should contain the firm's name and "RFQ Concord Public Art Master Plan". If you do not receive an email confirmation within a few days, you may call the contact person on this project, Sarah Gay, at 704-784-9535 *to confirm email delivery only*. (All questions on the project, must be submitted in writing via email).

### **PROJECT:**

Creation of a **Public Art Master Plan** to guide the City of Concord and Concord Public Art Committee in the development of future public art projects and public art program implementation.

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## 1. PROJECT OVERVIEW / PURPOSE

The City of Concord, NC is seeking one or more qualified individuals and/or firm(s) with which to contract for the following services:

The City of Concord and the Concord Public Art Committee, a body appointed by Concord City Council, seek qualifications from professional consultants with demonstrated experience for creating Concord's visionary and comprehensive public art plan.

Concord seeks consultants whose approach takes into consideration the unique qualities and aspects of the City of Concord; and whose process for developing plans is non-formulaic, actively engages community and emphasizes creativity in the plan's development. The consultant will work collaboratively with City staff, the Concord Public Art Committee, elected officials and stakeholders to create a strategic and inclusive approach to planning for public art. The master plan is anticipated to include, but is not solely limited to, potential locations for artwork, public art programs, ordinance amendments to encourage or require public art, public/private partnerships, methods of public engagement, etc.

The project should be completed within 6-12 months of contract execution. City of Concord will consider technical expertise, range of experience including knowledge of city, state and federal regulations and ordinances, project innovation, familiarity with NC cities of comparable size that have active public art programs, availability to work within the timeframe as established and demonstrated ability to work closely with a varied group of stakeholders.

A detailed scope of services is provided in Section 4 of this solicitation.

Information related to this solicitation, including any addenda, will be posted to the City of Concord's Purchasing website under "RFPs, RFQs and Bids." <https://concordnc.gov/Departments/Finance/Purchasing>

All questions related to this solicitation must be submitted in writing (via email) to the following individual: Sarah Gay, ClearWater Arts Center & Studios Manager. [Gays@concordnc.gov](mailto:Gays@concordnc.gov).

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## 2. PROJECT BACKGROUND & CONTEXT

The City of Concord, North Carolina, has become one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to Concord/Kannapolis area. The mild climate, diverse work force and proximity to the bustling & phenomenally fast-growing Charlotte Metropolitan area, while retaining the friendly feel and convenience of a small town, make Concord a highly desirable place to live. Its unique industrial history in textiles, agriculture and stock car building & racing, along with excellent schools and a quaint, attractive downtown full of independent local businesses and breweries, draws a population interested in, and City Council dedicated to maintaining, a high quality of life. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, businesses, citizens, and local partners to promote new technology, create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens. Concord's City Motto is, "High Performance Living." Money Magazine rated the city 24th among the top 50 "Best Places to Live" in America, in 2020.

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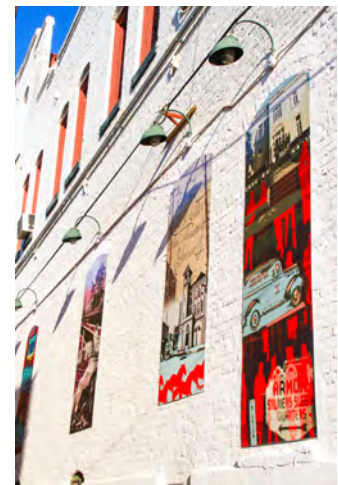
**Public Art Committee Background:** In 2013 a large public mural and several smaller murals along a public alleyway, were commissioned and installed in downtown Concord, with oversight by a Mural Advisory Group consisting of a selection of stakeholders. Following the positive reception of those projects,



establishment of a permanent Public Art Advisory Committee was undertaken and such Committee was appointed by Concord City Council in November of 2014. Its purpose, at that time was described thus: **“Establish a permanent ten (10) member City Council-appointed “Public Art Advisory Committee” (PAAC) to facilitate delegated City funded art projects; identify potential project areas within Center City; and make recommendations on potential (if any) zoning/development regulations as it related to public art and encourage privately-funded “public” art projects.”** Thereafter, a few additional public

art projects were carried out, 2015-2019, using donated funds, with ad-hoc oversight by the PAAC.

In July 2017 the nature of the Committee was revisited by Council, during consideration of a donated public art project; it was decided to make regular meetings and public art initiatives more of a priority; and in 2019 a job description of Lead Staff for the Committee was added to that of the ClearWater Arts Center Coordinator.



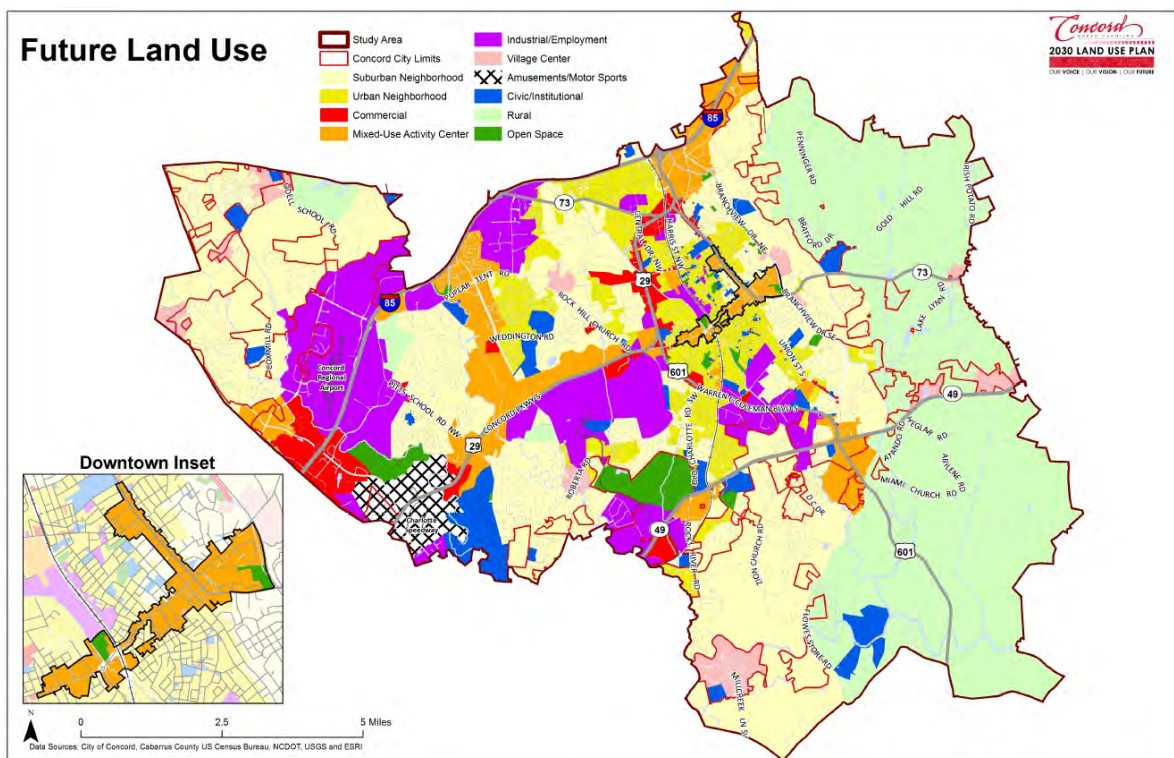
In 2020 FY budget approval, Council approved the first-ever budgeted Public Art Allocation out of the General Fund for public art in Concord. City Staff was instructed to shift the Committee to “Regular Committee Status.” This committee is housed within the Planning & Neighborhood Development Department. Lead Staff have worked with the Committee over 2020-21 to complete four public art projects, approve one other, craft a Mission Statement, and review policy options; and in April 2021, the Council directed the Committee and staff to embark upon a public art Master Planning process. This directive includes hiring a qualified consultant to lead this process. The remainder of Public Art Allocations for FY '21 as well as FY '22 have been approved to be directed to this initiative. Any new

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public art projects are on hold until a Master Plan has been drafted. For this purpose, the City has undertaken a search for the best Consultant to fulfill this mission.

While Concord's experience with Public Art is relatively new, its appetite for it, is great; and its history of duly carrying out what it plans, is consistent. The expectation is a Master Plan that is workable, that will take Concord's unique nature, government structure, and preferred style of achieving intentions into account, and that will create a robust and lasting program, policies and processes, as well as a plan for specific project types upon which to immediately focus; without relying on a generic 'formula.'

## Change and Growth in Concord Now



Downtown was the original focus for the Public Art Committee and is currently in the middle of a catalytic transformation best termed a Renaissance. The growth and changes downtown incorporate new modern development trends and architecture while preserving the historic integrity of original development. It has become a balancing act. Concord adopted an updated Downtown Master Plan in August 2016, and approved a new Downtown Streetscape development plan in late 2019, now being implemented, which widens sidewalks and adds a variety of improvements. with the aim of improving the pedestrian experience. Three landmark historic buildings that had sat empty for years have been carefully renovated since 2016 to hold event spaces, new retail, and loft apartments or condos, adding new life to the Downtown. Additionally, several new large commercial developments are slated for

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construction over 2021-22 that will triple residential population in the Downtown, add new restaurants and retail, and bring a new element of contemporary architecture to complement the historic buildings and the new City Hall which was completed in 2018. These efforts also involve the City's Downtown Development Corp., which was officially incorporated into the City Planning Department in early 2021.

During the public input phase of the Streetscape re-design, The City of Concord received over 4,400 individual responses and 1,600 comments through the Public Input Survey. Overall the participants like the historic character of downtown, existing events/festivals, old-fashioned small-town feel, walkability, friendliness, Cabarrus Arts Council, and available dining options. They also asked for improvements, such as more dining options, more events, live music, public art, improved sidewalks and greenspace, better maintenance of building facades, and safer streets. The City has already built several features that were targets of the earlier (2016) Downtown Master Plan and is working on a new Update to the plan.



Additionally the awareness of and reputation for the City's artist-incubator and arts center, ClearWater Arts Center & Studios, which re-purposed the City's original



water-treatment center in the Gibson Village Neighborhood adjacent to Downtown - along with the Galleries, 200-seat Davis Theater and programming provided by the local Cabarrus Arts Council - have contributed to both a renewed vitality and a market for center-city living. Gibson Village is a former mill neighborhood encompassing the sprawling Gibson Mill, formerly Cannon Mills' Plant Six, which is itself undergoing a re-use

renaissance. It became home to the City's two original local breweries (est. 2016 & now joined by several others city-wide), several businesses including the renowned

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Depot Antiques Mall, and a soon-to-open Food Vendor Hall and music venue (under construction now).

The City enjoys the close collaboration of the Cabarrus Arts Council, which has served Cabarrus County with arts education programming and grants services for 23 years. It is housed Downtown, in Cabarrus County's picturesque, Historic Courthouse Building. The President of the Arts Council is a default member of the Public Art Committee and currently serves as Chair. Projects the Arts Council and City have worked on together include the planning for Clearwater Artist Studios (Now ClearWater Arts Center & Studios), the prior murals in Downtown and the recently installed Avett Bros. Mural, planning for the Public Art Committee and the annual Spring Into Arts Festival.



There is a greater appetite than ever before in Concord for more and better arts and cultural amenities citywide. The sheer population of the City has nearly doubled since 1998; and the present housing frenzy is also being seen in nearby Kannapolis, with a new baseball park and other features in its own revitalized downtown, just 20 minutes' drive North. Concord's Regional Airport expanded from private jet traffic to both private and select, public commercial flights with the addition of the new Commercial Terminal constructed in 2016 (Allegiant Airlines operates its regional hub here).



The City Council voted in January 2021 to augment its HUD-funded Affordable Housing with General Fund allocations, and established an affordable housing non-profit, the Family Enrichment Association, which hired its first executive director in June 2021. Businesses are continuing to locate here; a large GM plant, Amazon Distribution, and more have moved to Concord in recent years. In July 2021 it was announced that Red Bull and Rauch North America will develop a new beverage manufacturing, filling and distribution campus where the old Phillip-Morris tobacco



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plant used to be. The project will bring an investment of over \$740 million and the creation of over 400 jobs with an average wage of \$50,377.

These new businesses join the Concord Mills Mall and NASCAR Speedway, two of the City's traditional big tourism draws, both situated midway between Concord's and Charlotte's downtown areas, along the I-85 and state Highway 29 corridors. The City's most recent public art projects - large cor ten steel panels depicting three local bird species - are situated along a pedestrian greenway in this area.

All these factors contribute to a city in a late chrysalis stage, rapidly unfurling an ignited and re-defined identity. Public art is recognized as a key essential ingredient to helping add the 'zing' that will send that positive sense of identity soaring for Concord, NC residents; and - we hope - help unite and bring them together amidst so much change and growth.



### 3. RFQ RESPONSE REQUIREMENTS / QUALIFICATION PACKAGE

Responses must follow the format outlined herein. The City may reject as non-responsive at its sole discretion any proposal or any part thereof that is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner:

- A. Cover letter/Letter of Intent** - Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of this project. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the City on behalf of the firm. Include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.
  
- B. 2. Consultant/Firm Background and Experience in Public Art Master Planning** - Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar contracts performed in the past 5 years, accompanied by at least 3 references (contact persons, firm, telephone number and email address). Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. The Proposer shall

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provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

**C. 3. Project Understanding, Approach and Schedule** – Include a summary demonstrating expected dates of services to be rendered. Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

**D. 4. Three (3) References from Similar Projects** - The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

### **NOTE:**

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor.

### **Submittal Requirements and Contact Information**

Proposals must follow the format as defined in this Section, "Qualifications Package" and be addressed and submitted as follows:

**City of Concord Planning Department**

**Attn: Sarah Gay**

**Clearwater Arts Center & Studios Manager**

**223 Crowell Dr. NW.**

**Concord, NC 28025**

**[gays@concordnc.gov](mailto:gays@concordnc.gov)**

### **Qualifications Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

**Proposers must submit one (1) electronic version of the signed proposal.** The electronic version of the Proposal must be submitted as a viewable and printable Adobe Portable Document File (PDF) via email (or on a flash drive if email is not possible). This must be received by the City on or before the RFQ date and time provided in Section 5. Proposals received after the RFQ deadline will not be considered.

The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire

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Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of the City of Concord.

Submittals that arrive after the due date and time will not be accepted or considered for any reason whatsoever. If the Firm elects to mail in its response –only accepted if for some reason using email is not possible - the Firm must allow sufficient time to ensure the City’s proper receipt of the package by the time specified in Section 5 RFQ Timeline. Regardless of the delivery method, it is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 5, RFQ Timeline.

#### **4. SCOPE OF WORK / REQUESTED SERVICES**

The selected consultant/consulting firm will perform the following duties:

##### **Public Art Plan Vision**

We envision a comprehensive public art plan for Concord that:

1. Develops and refines the mission, vision, goals, policies and guiding principles for the Public Art Advisory Committee and sets out a roadmap for a new, established Public Art Program for the City of Concord, NC, to include the best structure(s) for operational effectiveness as well as perennial funding, and regular mechanisms for review/ revision, designed to best serve this specific community;
2. Is inclusive and supportive of our artists and creative community.
3. Develops and prioritizes strategies for the equitable distribution of public art in public places.
4. Inspires elected officials, business and community leaders and residents to not only embrace big ideas of what public art can be, but also invest in and advance strategies outlined in the plan;
5. Encourages a broad spectrum of public art opportunities to ensure the development of diverse projects to honor Concord’s rich history, vibrant community, and culture.
6. Communicates clearly and factually why and how public art can help define Concord’s growing and rapidly evolving sense of place; fuels economic and social vitality and strengthens tourism;
7. Aligns with various long range plans including but not limited to: the City’s Strategic Master Plan, the Parks & Recreation Department’s various area Plans, the new Union Streetscape Plan, the City’s 2030 Comprehensive Plan, and the Downtown Master Plan; **As well as any other City of Concord or other relevant Master Planning efforts ongoing or completed while the Public Art Consultant is carrying out this contract.**
8. Identifies and expands on the development of public/private partnerships and the implementation of private funding (whether utilizing traditional percent for art, or other strategies or formulas);

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9. Identifies themes and priorities for the Public Art Program that stretch beyond traditional programming, incorporate contemporary discussions around cultural equity and involvement of all populations, expand temporary public art opportunities, dream big and integrate new and participatory forms of public art;
10. Empowers anyone to create public art throughout Concord and develops tools for allowing this to happen and produce great art, without being encumbered by undue rules, regulations and bureaucracy.

### PROJECT DELIVERABLES

In order to accomplish this vision for the public art plan, the consultant will be expected at minimum to provide the following services:

- Consult with the Public Art Advisory Committee concerning project scope.
- Conduct small group meetings with selected stakeholders including the Public Art Advisory Committee and City Council
- Consult on project scope and schedule with Planning Staff and the ClearWater Arts Coordinator, Parks & Recreation staff, Buildings & Grounds staff, and consult other departments if necessary.
- Review existing documents, plans, studies and policies, and other pertinent information regarding the arts programs provided by the City.
- Conduct community engagement through surveys, charettes, roundtable discussions, and drop in input sessions.
- Prepare presentation documents and material in formats suitable for public meetings and other public participation formats, assume the leadership role in facilitating public participation and steering committee. Respond to comments from the public and staff, provide documentation reporting on public participation efforts.
- Attend meetings as needed and required with City of Concord staff and other applicable groups or departments and prepare meeting summaries.
- Develop a plan document that will include images, text, maps and drawings. This plan may include recommendations and strategies for program delivery and facility development.
- Incorporate revisions to the drafts of the Public Art Plan after review by the City staff and Evaluation Subcommittee, presentations to citizens, the Public Art Committee, and other advisory and stakeholder groups.
- Prepare all required documentation to be included in a final report. Prepare a graphically designed, reproducible final document.
- **Document Formats:** The consultant will provide draft and final copies of the following deliverables to the City of Concord:
  1. Fully populated electronic database(s) or other supportive materials on a USB Drive;
  2. All digital photographs on USB Drive;

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3. All supplemental documents on USB Drive;
4. Final report in MS Word format on USB Drive;

### **5. RFQ TIMELINE**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Concord reserves the right to modify and/or adjust the following schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Advertisement Date: August 9, 2021

Deadline for written questions: August 27<sup>th</sup>, 2021

City Response to Questions (anticipated) Sept. 3, 2021

**Submittal Due Date and Time: Sept. 7, 2021**

Evaluation Meeting (anticipated) Sept. 16, 2021

Interviews (if required) 3<sup>rd</sup> – 4<sup>th</sup> weeks of September 2021

Selection Announcement (anticipated) First week of October 2021

### **Questions**

Requests for clarification and questions to this RFQ must be received by the City not later than the date shown above in “RFQ Timeline”, for the submittal of written inquiries. The firm’s failure to request clarification and submit questions by the date in the RFQ Timeline above shall be considered to constitute the firm’s acceptance of all City’s terms and conditions and requirements. The City shall issue addenda reflecting questions and answers to this RFQ, if any, and shall be posted to the Purchasing website named above (Sec. 1, ‘PROJECT OVERVIEW & PURPOSE’, p. 3). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely only on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the City of Concord’s website for any Addenda. It is the Respondents’ responsibility to ensure that all addenda have been reviewed.

### **6. EVALUATION AND SELECTION PROCEDURES**

A review committee will be composed of City Staff, Public Art Committee Leadership and an Elected Official. Consultants will be evaluated in part using the following criteria:

#### **PROPOSAL EVALUATION**

Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

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- Compliance with the response format required by this Request for Proposal.
- Innovative & tailored project approach
- Understanding of government guidelines that may impact public art policy.
- Demonstrated project understanding
- Team experience and qualifications developing comprehensive public art plans
- Team experience in working within Concord' jurisdiction or similar jurisdictions of comparable makeup for public art master plans
- Public engagement experience
- Firm availability and current workload permitting the firm to conduct the work within the time schedule indicated
- The person/firm must maintain a valid driver's license and maintain required insurance as dictated by the City of Concord.

### **FINAL SELECTION**

Proposals will be reviewed after opening and will be ranked in order of choice by the Selection Committee, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the City will then pursue negotiations with the next most qualified firm.

The City shall not be bound or in any way obligated until both parties have executed a contract. If a contract cannot be negotiated with the top-rated firm, the City will proceed to the second rated firm. The City also reserves the right to delay the award of a contract or to not award a contract. The RFQ may be awarded by individual task or total proposal, whichever is most advantageous to the City of Concord. The general conditions and specifications of the RFQ and the selected proposal, as amended by agreement between the City and the Contractor including e-mail or written correspondence relative to the RFQ, may become part of the contract documents. Failure of the Contractor to perform as represented may result in elimination of the Contractor from competition or in contract cancellation or termination.

Firms/individuals not selected will be notified.

### **8. RIGHTS RESERVED BY THE CITY OF CONCORD**

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFQ and to seek new submittals if it is in the best interest of the City to do so.
- Seek clarification or additional information from responding firms as it deems necessary to the evaluation of the response.

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- This request does not obligate the City to enter into an agreement or pay any costs incurred by firms in preparation and submission of a statement of qualifications.
- Upon receipt by the City, each proposal becomes the property of the City. In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the responding firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the City will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration. In submitting a proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all city staff and city officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. If the City determines that a document that the responder has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the City will provide notice of that determination to the contact person designated by the firm, in any reasonable manner that the city can provide such notice, at least five business days prior to its public disclosure of the document. If the firm does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the firm does not initiate judicial proceedings to protect the confidentiality of the document, the City will not have any obligation to withhold the document from public disclosure.
- By submitting to the City a document that the firm designates as "confidential" or "trade secret", the firm agrees that in the event a third party brings any action against the City or any of its officials or employees to obtain disclosure of the document the firm will indemnify and hold harmless the City and each organization's affected officials and employees from all costs, including attorney's fees, incurred by or assessed against any defendant, of defending against such action. The firm also agrees that at the City's request the firm will intervene in any such action and assume all responsibility for defending against it, and that the firm's failure to do so will relieve the City of all further obligations to protect the confidentiality of the document.
- Selection of a firm by the City in response to this RFQ does not guarantee these services will be required. The City maintains sole discretion in assigning projects, if any, to the selected Firm(s) throughout the term of the

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contract. The City, additionally reserves the right to issue future Request for Proposals, as may be needed and to solicit responses from firms not selected as part of this process.

This project is being advertised via the City of Concord's Purchasing website under "RFPs, RFQs and Bids." <https://concordnc.gov/Departments/Finance/Purchasing>

### **NOTICE**

Firms should have no contact related to this RFQ with elected or appointed officials during the selection process outside the specified contact dictated herein. ***ClearWater Arts Center & Studios Manager, Sarah Gay***, is available for questions about the project scope. Other contacts with City Staff members regarding this RFQ will subject the firm to immediate disqualification for consideration of services.

Contracting - Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

Equal Employment Opportunity - The local government of the City of Concord does not discriminate administering any of its programs and activities. The firm awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Public Disclosure - All documentation and submittals provided to the City of Concord are subject to public records requirements and may be subject to disclosure.

Expenses of Firms - The City accepts no liability for the costs and expenses incurred by firms in responding to this request.

Owner rights - The City reserves the right to reject any and all statements of qualifications, waive any informality or irregularity, revise the documents or schedule via an addendum, contact references who are not listed in the submittal, and to take any action affecting the RFQ process or the project that is determined to be in the City's best interests.

Rights to Submitted Material - All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the City. The content of all submittals is intended to be held confidential until a selection is made. However, documents may be subject to public information requests and nullify confidentiality. Proposals may be reviewed by the Selection Committee, as well as other City staff, Council members and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection



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process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

Lobbying - By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

### **PROJECT BUDGET**

The total cumulative budget will be determined upon selection of consultant. No reimbursable expenses will be allowed. Final scope of work relative to budget shall be negotiated following consultant selection.

### **INQUIRIES**

Questions about the RFQ, project schedule, or project budget should be directed to:

Sarah Gay ([gays@concordnc.gov](mailto:gays@concordnc.gov)).

### **SUPPLEMENTAL INFORMATION – CITY PLANS**

It is recommended that each applicant look over the City of Concord’s six current, governing Area and Master Plans, found online in their entirety on the City’s website; <https://concordnc.gov/Departments/Planning/Area-Plans>

### **MISSION STATEMENT**

The Concord, NC Public Art Committee’s current, adopted Mission Statement reads as follows and was adopted by unanimous vote of Committee members in a live (Zoom) meeting on February 3, 2021;

The Mission of the Concord, NC, Public Art Committee is to enhance our diverse community with inspiring, creative & engaging spaces through the selection, procurement, and installation of public art.

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### **Projects the Public Art Committee has completed or been involved in:**

*Downtown Mural, after triptych of commissioned paintings by local artist, Isaac Payne*

*Downtown Mural Panels, local historic moments by local artist, Sharon Dowell*

*Inaugural Sculpture on ClearWater Grounds, 'Fabric of Community,' Steel replica of loom shuttlecock by local artist-fabricator, Ron Petersen, spearheaded by Gibson Village Community Association*

*Three cor ten steel graphic sculptures, installed along Hector Henry II Greenway at Gateway Lane, designed by three ClearWater Tenant (local) Artists;*

- *Paul Keysar (Snowy Egret);*
- *Walter Stanford (Barred Owl);*
- *Gordon C. James (Blue Herons)*

*...and fabricated by Jim Gallucci Sculpture Studio LLC.*

*Funding for the first two, courtesy of Atrium Health Cabarrus, 100th Anniversary Grant*

*Avett Brothers Mural, (final bit of funding), a project spearheaded by local artist, Caswell Turner (Cicada Studios) in collaboration with the Avett Brothers, Downtown Development Corp, Cabarrus Arts Council and City of Concord.*

### **RFQ Photo Credits:**

LJ Weslowski, Director of Rider Transit, City of Concord (*Most City scenes herein*)

Cabarrus Arts Council (*Historic Courthouse image, p. 8*)

Glenn Roberson Photography (*ClearWater Arts Center image, p.7*)

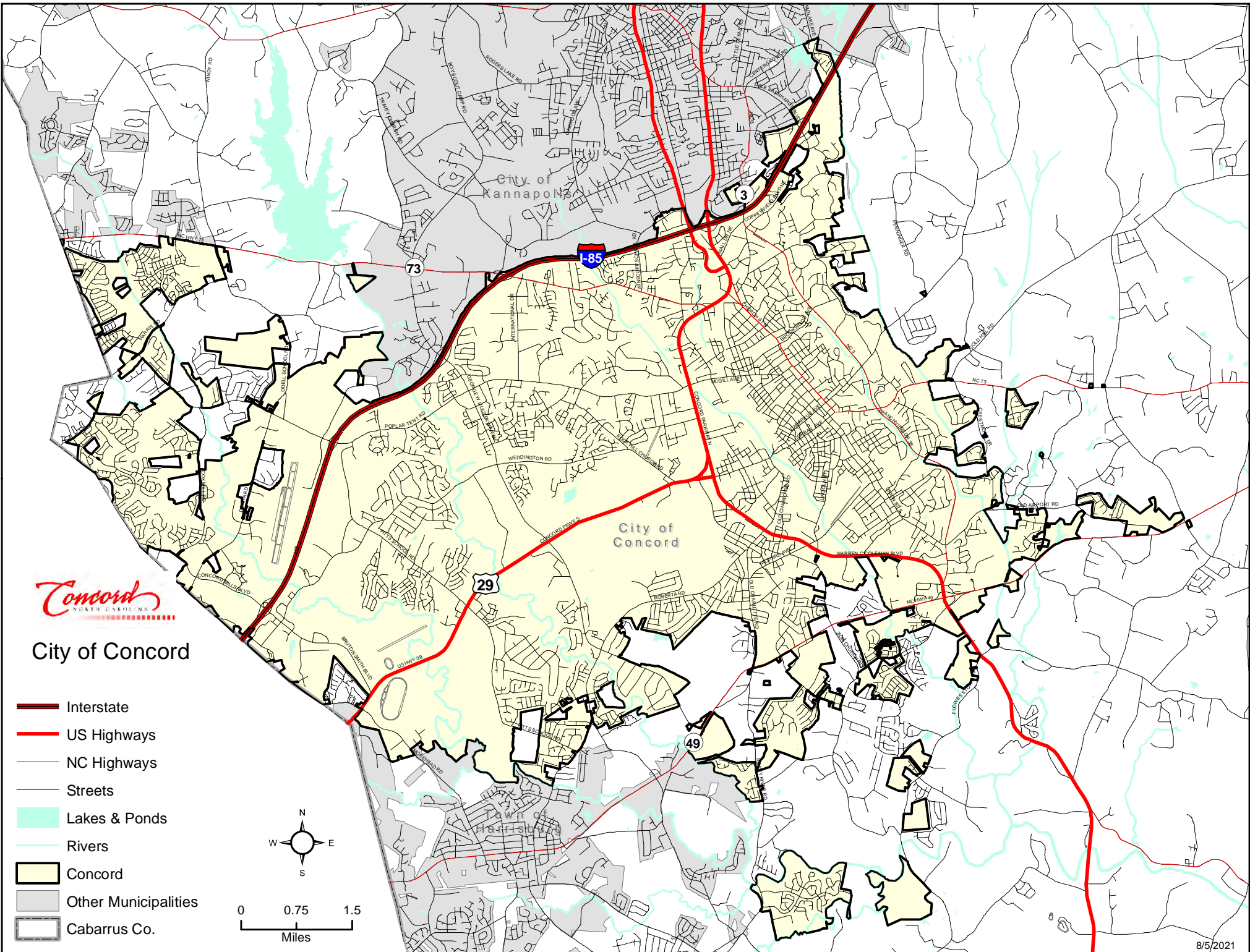
Sarah Gay, ClearWater Arts Manager (*Cor ten Greenway public art panels, pp. 1 & 9*)

### **EXHIBITS:**

City of Concord Map Attached as **Exhibit A**

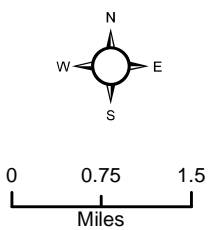
Center City Land Use Plan Map attached as **Exhibit B**

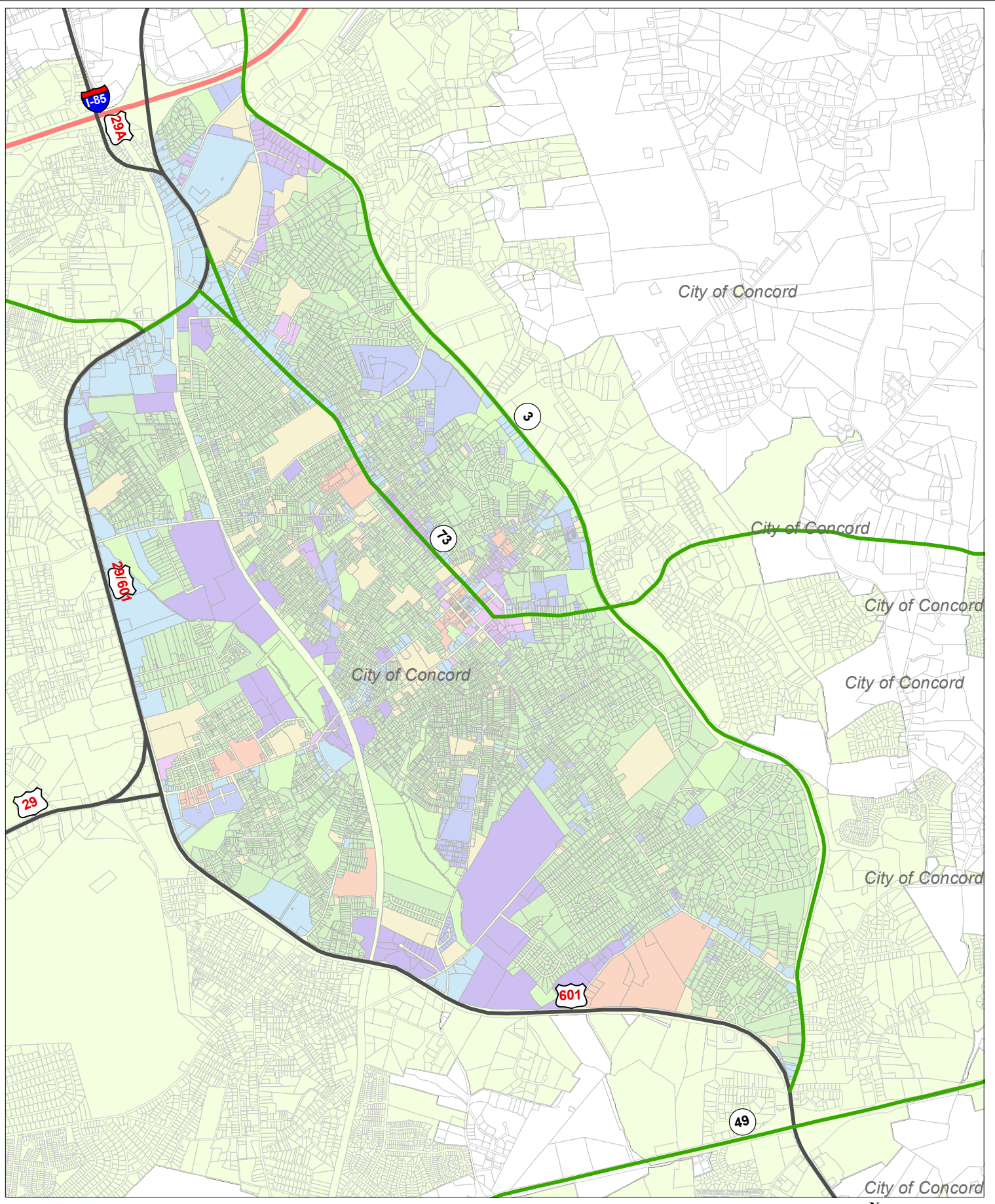
A Draft Committee Charter was approved in April 2021 and is attached as **Exhibit C**.



**City of Concord**

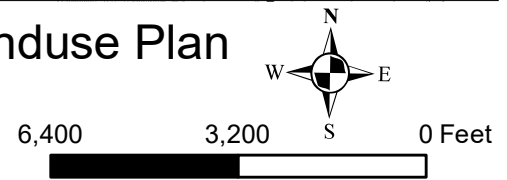
- Interstate
- US Highways
- NC Highways
- Streets
- Lakes & Ponds
- Rivers
- Concord
- Other Municipalities
- Cabarrus Co.





- Legend**
- Parcels
  - Concord

## Center City Landuse Plan



**[FINAL DRAFT (4.7.21)]**

## **CONCORD PUBLIC ART ADVISORY COMMITTEE**

### **COMMITTEE CHARTER (official)**

#### **1. ESTABLISHMENT**

The Concord Public Art Advisory Committee (“Committee”) is established by the City of Concord City Council, to consist of eleven (11), or up to fourteen (14) members in designated roles as defined below in sec. 3; its purpose is to facilitate projects for which the City has provided funding; to identify potential project areas within Center City and/or broader areas of Concord, and to make recommendations on public art funding and potential (if any) zoning / development regulations as it relates to public art; and encourage privately funded “public” art projects.

Administration for the Committee is housed within the Planning & Neighborhood Development Department (“Planning”). The Planning Director shall designate a Planning staff member with appropriate expertise to function as ‘Lead Staff’ to the Committee. As of Fall 2019 the ClearWater Arts Center & Studios Coordinator is the designated Lead Staff. The Lead Staff member shall serve as the main administrator and staff support to the Committee. Other staff may be delegated by the Planning Director to assist in an administrative capacity.

#### **2. POWERS AND DUTIES**

The Committee shall seek to enhance the City’s diverse community with inspiring, creative & engaging spaces through the selection, procurement, and installation of public art. It shall provide an advisory function to assist City Council in making decisions pertaining to the selection, procurement, and installation of public art. The Committee shall have the following powers and duties to:

- A. develop, adopt and publish a mission statement, to be amended at any time as deemed necessary by the Committee or Council;
- B. adopt and publish rules of procedure for the conduct of its business; including but not limited to the adoption of, policies, procedures, and regulations for the conduct

of its meetings, involvement of the public, the consideration of and process for selection of site locations, artists for hire and artworks for purchase & installation, and for any other purposes deemed necessary for the functioning of the Committee. All policies, procedures, and regulations shall be consistent with City and State law and shall be approved by the City Council before taking effect;

- C. designate public funds assigned to the Committee by City Council to public art projects;
- D. request additional funds to be allocated to the Committee for projects as needed;
- E. identify, vet and recommend to City Council specific sites and locations within the City of Concord, for the placement of specific types of public artworks.
- F. consider public input in the plans, procedures, policies and programs it shall adopt.
- G. initiate, hear, review, make recommendations to the City Council on potential expansions of scope or venue of its duties.
- H. seek engagement from community members and art experts, to assist in selecting art that adheres to a high standard of artistic and craftsmanship quality, represents the aims of any given project, and reflects the rich diversity of the City's residents and cultural perspectives;
- I. cooperate with other City of Concord boards, commissions, or agencies of the City or other governmental units; offer or request assistance, aid, guidance, or advice concerning matters under its purview.
- J. undertake programs of information, research, or analysis relating to any matters under its purview.
- K. assist City staff in obtaining the services of private consultants to aid in carrying out programs for research or analysis.

### **3. MEMBERSHIP**

The City Council shall appoint a maximum of 14 persons to the Public Art Advisory Committee. The Committee shall be comprised of standing members and rotating members; the standing members are comprised of: 2 City Council Members, 2 City Planning & Neighborhood Development staff, 1 City Parks & Recreation staff, 1 Concord Downtown Development Corporation (CDDC) Director or the Director of its successor

entities, and 1 Cabarrus Arts Council Director. The rotating members are comprised of: 1 Cabarrus Arts Council Board Member, 1 local community member, 1 artist, 1 downtown building owner, and up to 3 additional members of the community, who shall self-apply with the City Clerk, as 'at large' community representatives.

The Concord Public Art Advisory Committee is appointed by the City Council and its membership is intended to facilitate participation by citizens and representation of the Concord community, along with those members who provide expertise in arts and development matters. Individuals interested in an appointment or wishing to make a nomination for appointment to the Committee should submit an application to the City Clerk's Office. Instructions can be found on the City Clerk's webpage of the City of Concord; [www.concordnc.gov/Government/City-Clerk](http://www.concordnc.gov/Government/City-Clerk).

- A. All rotating members shall serve a term of three (3) years. A member may be reappointed for a second consecutive term. After two (2) consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of termination of the second term.
- B. The City Council may remove any member of the Public Art Advisory Committee for just cause, as may be permitted by law. The City Council shall provide the member with a public hearing if requested.
- C. If any member of the Committee shall fail to attend three (3) regular Committee meetings within a one year period, the chair or the vice-chair may immediately file a notification of such nonattendance with the City Council for placement on the Council agenda. The City Council may, by appropriate action, terminate the appointment of such person and fill the vacancy as soon as possible. Absence due to sickness, death, or other emergencies shall be recognized as approved absences. In the event of a long illness or other such cause for prolonged absence, the member shall be replaced.
- D. Upon a vacancy in the regular membership, City Council may appoint any qualified person to a vacancy.
- E. The Committee shall adopt and publish rules of procedure for the conduct of its business.
- F. At the first meeting of the Fiscal Year (as adopted by City of Concord), the members of the Committee shall elect one (1) of their members as chair and one (1) as vice-chair. In the absence of the chair, the vice-chair shall act as chair and shall have all powers of the chair. In the absence of both, the Committee by majority vote shall elect a temporary chair to conduct the meeting.

#### **4. MEETINGS, HEARINGS AND PROCEDURES**

- A. The Committee shall establish a regular meeting schedule by rule. Special meetings may be requested by the City Council, the chair of the Committee, a majority of the members of the Committee, or the Lead Staff. All regular meetings are open to the public.
- B. If a matter is postponed due to lack of a quorum, the chair of the Committee shall continue the meeting to the next Committee meeting. The recording secretary shall notify all members and all appropriate parties of the date of the continued meeting.
- C. No meeting of the Committee may be called to order, nor may any business be transacted by the Committee, without a quorum consisting of a majority of the appointed membership of the Committee. The chair shall be considered for purposes of establishing a quorum and shall act as a voting member. All Committee actions shall require the concurring vote of a majority of the members of the Committee.
- D. Any member may request to place an item on the agenda. All member-requested agenda items shall be submitted to the Lead Staff and Chair a minimum of two weeks prior to the regular meeting. The Staff and Chair will work together to prepare an agenda prior to every meeting. Staff shall post the agenda with links to all supplemental agenda materials, and the draft minutes of the previous month on the designated City website page at least five business days before the meeting. Members are encouraged to review the agenda and visit any locations indicated by agenda items. Members with any questions about agenda items are encouraged to contact the Lead Staff prior to the meeting. Members shall adopt the agenda at the meeting after the Chair gives members an opportunity to suggest amendments. Adopting or amending the agenda requires a majority vote of the members present at the meeting.

#### **5. RECORDING SECRETARY**

The Director of Planning shall appoint a recording secretary to serve the Committee. The recording secretary shall keep minutes to summarize all proceedings attested to by a majority of the members of the Committee after voting. Minutes of the proceedings of the Committee showing the vote of each member and record of its examinations and other officials' actions shall be filed in the office of the Committee as a public record. The Planning & Neighborhood Development Department is hereby designated as the office



of the Committee for purposes of this subsection. In addition, the recording secretary shall maintain all records of Committee meetings, hearings and proceedings, as well as the correspondence of the Committee.

## **6. STAFF**

The Lead Staff member and other Planning staff as delegated, shall serve as the professional staff of the Committee.