

## Request for Proposals – Community Plan for Visual, Performing and Literary Arts on Bainbridge Island

Publication date: November 17, 2023

The City of Bainbridge Island (City) is seeking an individual or firm to lead the community process to update its overall vision and plan for public art in the community of Bainbridge Island. Art in the context of this plan should include visual and performing arts, as well as literature. The plan should address both the public art programming of the City and the art experience of the community as a whole. It should address the challenge and opportunity of a community which includes a wide range of arts organizations. The plan should draw from a wide range of community stakeholder input to craft a plan which includes the type and scale of public art desired for locations in public rights of way around the island. The plan should include and reflect the City’s mission and vision, and support the City’s values related to diversity, equity and inclusion.

The City encourages responses from individuals and firms led by those who identify as women or members of traditionally marginalized communities, or who are or could be certified as Minority Business Enterprise/Women Business Enterprise (MBE/WBE), Disadvantaged Business Enterprise (DBE), or equivalent.

### Background

The City of Bainbridge Island is located in the State of Washington, on ancestral territory of the suq̓ʷabš “People of Clear Salt Water” (Suquamish People). Bainbridge Island has an area of 26 square miles, with 52 miles of shoreline, dense forests, mostly suburban development patterns, and an estimated population of 25,000. The entire Island is incorporated as one city.

The City currently owns roughly two dozen pieces of public art. Public art is currently housed in City Hall, the public library and the public swimming pool. Public art is also displayed in city parks, included as art elements in sidewalks, and contemplated as part of the Sound to Olympics Trail. The City is currently procuring art for a new Police-Court facility.

The community of Bainbridge Island holds arts and humanities as a high community value. There are museums dedicated to visual arts and history, a recently renovated performing arts center, and a nascent film festival. The community has multiple venues for performing arts, including as examples, the Bainbridge Performing Arts Center (BPA), the performance space at Bainbridge High School, the Bainbridge Island Museum of Art, and outdoor spaces in Waterfront Park and Battle Point Park. The City of Bainbridge Island has recently introduced a Poet Laureate program in conjunction with other local arts organizations. Other community arts opportunities include the space and facilities at the Bainbridge Artisan Resource Network (BARN), which are open to the community and offer classes and space for a wide range of arts activities – from cooking to audio production to woodworking. The City has also been designated as a Creative District.

Funding for City-owned public art is provided through an annual transfer from the General Fund to the Public Art Subfund, budgeted in recent years at \$50,000 per year. In the past, there was a percentage-based calculation related to City capital projects but the City moved to an annual allocation for administrative and operational predictability. Routine maintenance is currently provided by the City's operations and maintenance staff as part of general city infrastructure upkeep. Time and materials are charged to the City's General Fund. Major maintenance, when needed, is coordinated by City Public Works and Executive staff in consultation with the Public Art committee and the artist. Repair costs are charged to the Public Art Subfund.

The City and community completed a Public Art Master Plan roughly 20 years ago. This plan is no longer in use, and needs to be updated to reflect current community and organizational goals and culture.

## Anticipated Scope of Work

### **1. PLAN FOR COMMUNITY ENGAGEMENT IN PLAN DEVELOPMENT**

Detail the community engagement strategy for the community cultural arts plan development. Particular attention should be paid to including traditionally marginalized or underrepresented community members; the proposal should detail how the engagement will be accomplished.

### **2. ASSESSMENT OF ARTS LANDSCAPE**

Develop an overview of current performing, visual and cultural arts organizations active on Bainbridge Island. Suggest methods for recognizing healthy organizations making significant contributions to the overall community.

### **3. ASSESSMENT OF DESIRED OUTCOMES OF ARTS AND CULTURE IN THE COMMUNITY**

Identify primary stakeholder groups and convene appropriate meetings to gather information about the community's desired outcomes for cultural activities, activities in cultural arts and humanities, and public art on Bainbridge Island. The assessment should include how those outcomes will be evaluated.

### **4. CITY ROLE IN FUNDING**

Provide recommendations for City interaction with the wide array of community arts organizations, including how to determine funding for various types of cultural programming and services. Provide recommendations so that City funding is equitable and creates the greatest community impact with available funds.

### **5. ASSESSMENT OF ART AVAILABLE TO THE PUBLIC AND DESIRED LOCATIONS**

Develop a map of desired locations for a wide array of cultural, performing and visual art. When appropriate, include a specific description of what type and scale of art is desired at the location. The plan should indicate the underlying ownership of physical locations, including areas open to the public that are not owned by the City.

### **6. PHASED PLAN APPROACHES**

Develop two or three alternative phasing and implementation strategies for the recommended community art plan including outcomes, timelines and action steps. One of the alternatives should be the status quo approach.

## 7. DEVELOP PROJECTED COSTS

The consultant will develop estimates for the projected cost of implementing the proposed plan and suggest funding strategies for each of the two or three alternatives.

### Deliverables

For each of the items in the Scope of Work, the format of the deliverable will differ.

It is expected that that the consultant will provide at least one briefing for the public of a draft plan and one public presentation of the final plan.

### Anticipated Timeline and Budget

Timeline: This project is expected to begin in Q1 2024. Robust and varied public engagement is expected.

Budget: The City has established a \$30,000 - \$50,000 budget for this project.

### Submittals

Individuals or firms wishing to respond to this Request for Proposals must submit a written proposal that clearly and accurately demonstrates their intended approach to this project as well as their experience performing the services outlined in the scope of work.

Each proposal must include the following components:

- A short explanation of the approach to each of the deliverables included in the scope of work.
- A current resume (no more than two pages) for those who will lead the project.
  - Suggested items for the resume include:
    - Contact information – please include name, address, phone/email address and Web URL, if applicable
    - Experience with similar projects
    - Experience such as community engagement, lectures, or volunteer roles.
- Names and contact information for three references who can help the selection team understand your approach and experience as they relate to work on this project.
- Two or three samples of previous comparable work, in particular community art plans or projects.
- Fee schedule/hourly rate (including any administrative fees or surcharges).

Submit your proposal by **4:00 PM PST on Friday, December 15, 2023**. Submittals are limited to 15 pages, not counting the cover pages or examples of previous work. Responses should be sent via email under the subject “Community Plan for Visual, Performing and Literary Arts” to [cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov). Submittals must be received by the deadline. Submittals received after the deadline will not be considered.

City Hall  
280 Madison Ave N  
Bainbridge Island, WA 98110  
Attention: Ellen Schroer, Community Plan for Visual, Performing and Literary Arts

Email is the preferred method, but responses may also be mailed or dropped off at City Hall (Monday – Friday, from 8:00 AM to 4:00 PM). Print copies should be double-sided, with no cover or binding.

### Evaluation/Selection/Delivery Timeline

- December 15, 2023                      Deadline to submit
- week of Jan. 8, 2024                      Potential interviews
- January 2024                                  Selection
- February 2024                                  Project agreement developed and signed
- March – Dec. 2024                              Project underway and completed

### Review and Selection Process

Evaluation will be based on a combination of quantitative and qualitative criteria. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

- Relevance and strength of the proposed approach
- History of successfully developing and conducting a comprehensive assessment of public art programming
- Demonstrated ability to develop and document a community vision and plan
- Experience with public engagement, in particular successful examples of inclusion of traditionally marginalized or underrepresented communities
- Ability to perform the requested work within the desired timeframe
- Attention to detail

### Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to Deputy City Manager Ellen Schroer at [eschroer@bainbridgewa.gov](mailto:eschroer@bainbridgewa.gov) or 206-780-8619.

Selected applicants will be required to execute a City of Bainbridge Island Professional Services Agreement, obtain a City of Bainbridge Island Business License, and demonstrate compliance with the City's insurance requirements.

The City reserves the right not to select any of the applicants, and the right to select an individual or firm not from this application process. The City further reserves the right to waive irregularities and informalities in this process. This RFP does not obligate the City to pay any cost incurred by applicants in responding to this RFP. All such costs shall be borne solely by each applicant. Furthermore, this RFP does not obligate the City to enter into a contract with any applicant responding to this RFP.

In the event that the City and the most qualified applicant cannot negotiate a mutually agreeable contract for the services specified in this RFP at a price which the City, at its sole discretion, determines is fair and reasonable, the City reserves the right to terminate negotiations with that applicant and begin negotiations with another applicant or begin a new process to select a consultant to perform the services specified in this RFP.

### Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) or by calling collect 206.842.2545.

### Title VI Notice

The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.