



NATIONAL CALL TO ARTISTS

Mosquito Control Division Replacement Compound

North side of Lantana Road approximately .5 mile west of Lyons Road in Unincorporated Lantana, Florida

BUDGET: \$175,000

DEADLINE: February 17, 2023 by 11:59pm EDT

A. Project Summary

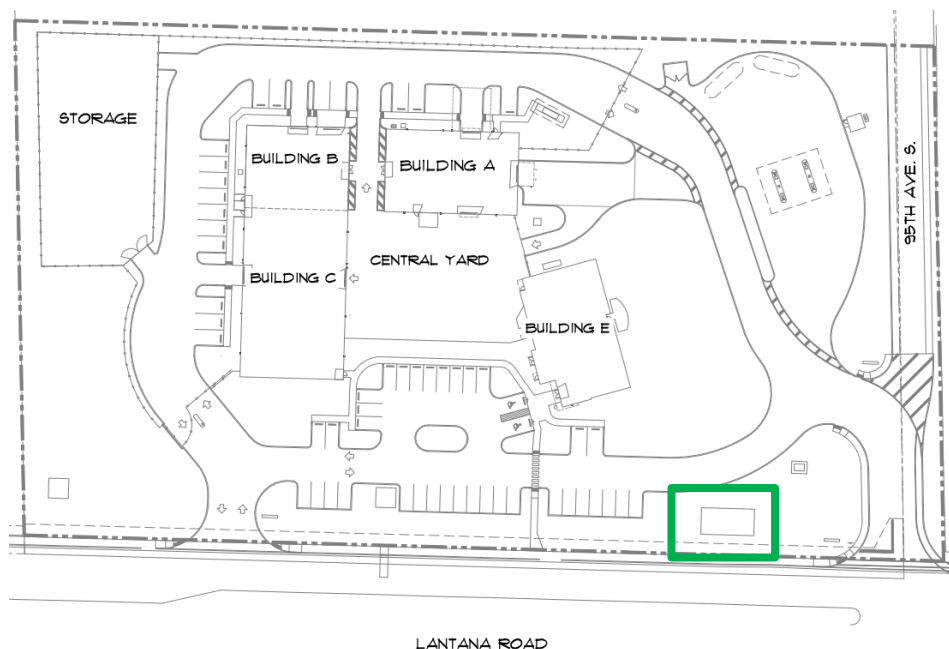
Palm Beach County's Art in Public Places program (PBC AiPP) seeks to commission an Artist or Artist team (Artist) to design, permit, fabricate and install art that helps promote Palm Beach County Mosquito Control Division's efforts to enhance health and quality of life of residents and visitors through the reduction of mosquito populations.

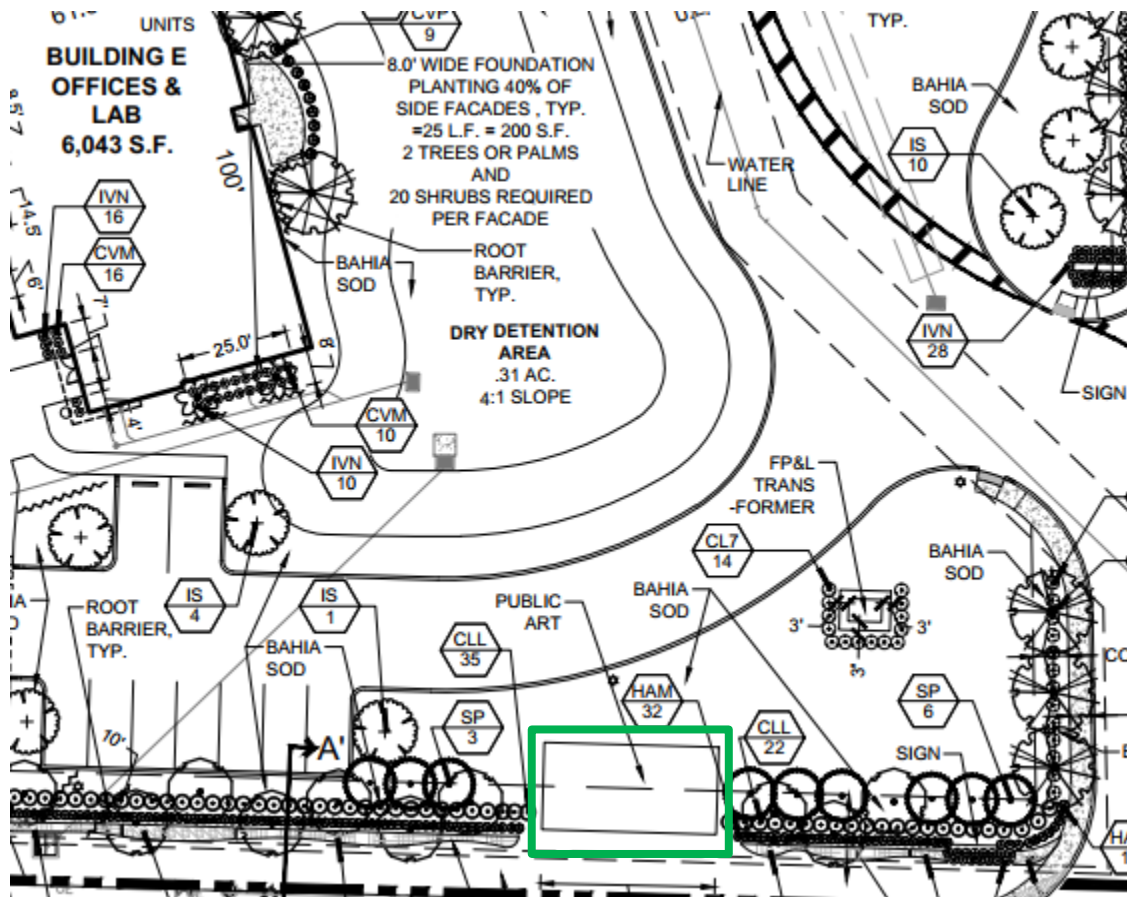
B. Art Design Goal

- Art will support Mosquito Control staffs' efforts to educate residents and visitors about effective and environmentally sound mosquito control to improve public health and quality of life by reducing mosquito populations and annoyances.
- Art will have strong visual presence with artistic complexity upon passage at speeds of approximately 45 mph.
- Art materials will require minimal maintenance and must withstand the intense local environment (sun, high winds, salty moist air, and rain).

C. Areas for Art Integration

A new +/-6.17 acre Mosquito Control Division (MCD) Compound is being built to replace the Mosquito Control Facility that has approached the end of its useful life. The Compound supports MCD operations, but is not regularly visited by the public. Therefore, the artwork is to be sited for the public to experience it as they pass by along Lantana Road. The area designated for public art is a 40 foot wide by 20 foot deep opening in the required right-of-way landscape buffer fronting Lantana Road, outlined below in green. Selected artwork shall not exceed but shall be in scale with the designated area's dimensions in order to remain consistent and coordinated with site design. If the selected artwork does not include lighting, the County will install up to four (4) ground-mounted light fixtures, in coordination with the selected Artist. The County will also provide a concrete plaza around artwork, with design input from artist, subject to capital budget availability.





D. Artist Eligibility

Open to all adult Professional Artists with experience designing, fabricating and installing architecturally integrated art. Professional Artist means a practitioner in the visual arts, generally recognized by critics and/or peers as a professional of serious intent and ability. Indications of a person's status as a Professional Artist include, but are not limited to, income realized through the sole commission of artwork, frequent or consistent art exhibitions, placement of artwork in and/or upon the exterior or grounds of public institutions or museums, receipt of honors and awards, and training in the arts.

E. Budget

The Artist who is awarded the contract will receive a maximum fixed fee of \$175,000 inclusive of all expenses including Artist fee, design, engineering, permit, materials, fabrication, contractor, shipping, installation, construction oversight, travel, hotel, transportation, mileage, insurance, etc. All Artists who participate in the mandatory pre-proposal conference call and are selected to present their concept proposal to the Finalist Selection Panel (Shortlisted Artists) will receive a flat fee (honoraria) of \$1,000 inclusive of all expenses.

F. Shortlist Application

1. CODAworx Account Required. To apply for this opportunity, sign up for a free CODAworx account at <https://www.codaworx.com/register/>. If you already have an account, you can log in. Use one of the following browsers: Chrome, Safari, or Firefox. Click on the person icon in the upper right corner, register with your email address, name and profession.

In order to see the "Apply to RFP" button, and access the application, you must be logged into your CODAworx account. Submit your Shortlist Application online through CODAworx at: <https://www.codaworx.com/commission-view-details/?key=MTk1NTEy&rfp=1> using one of the following browsers: Chrome, Safari, or Firefox. Find the Call to Artists

you are applying for under header: Artist Resources: All Open RFPs. You may save and return to your application before submitting it. To access an application in progress, log in to your account on CODAworx, click on the RFP Applications tile to resume your application.

2. Contents of Application. A complete Shortlist Application must include the following information. Failure to include all of the information listed below may result in disqualification of your application.

a. Resume – Accepted formats: pdf, doc, docx

b. Letter of Interest – Accepted formats: pdf, doc, docx

- Express your interest in the project and address how your past artworks and experience demonstrate that you can successfully meet the project's art design goals.

c. Images of Past Work - Image specifications: JPG, PNG, 300dpi, 5MB Max

- Up to five (5) image files of past artwork. Image files may feature one or multiple views per project.
- Only submit images of completed projects or projects that have been awarded. Images of proposals, models, computer generated images and/or incomplete projects that have been awarded may be submitted.

d. Image Information -

- Title of work, location, budget or price, year completed, medium, dimensions.

3. Evaluation Criteria for Shortlist Selection. Up to three (3) Artists will be short listed based on the following criteria:

- Demonstrated ability to design, construct and install public art – 40 points
- Quality and strength of past work as demonstrated in the submitted application materials – 60 points

4. Shortlist Scoring.

a. Pass/Fail Review. The Shortlist Selection Panel may initially review each application for completeness, Artist experience and prior work and assign either a pass or fail rating. Those applications that receive a pass rating from the majority of the Panel will then be scored and ranked by the Shortlist Selection Panel.

b. Ranking. For each application that receives a pass rating from the majority of the Panel, each evaluation criteria will be scored and when the scores awarded for all criteria are totaled, the scores will be tabulated and added to achieve the total points awarded to each Artist by each Shortlist Selection Panel member. Using the total points awarded to each Artist, each Artist will be ranked by each Shortlist Selection Panel member with the highest point total ranked 1, the next highest point total ranked 2, etc. The ranking of each Artist will be tabulated from each Shortlist Selection Panel member and combined with other Shortlist Selection Panel members to determine the total ranking score for the Artist, with the lowest point total ranked 1, the next lowest point total ranked 2, etc. These rankings will then be used by the Shortlist Selection Panel to shortlist up to three (3) Artists. Should the ranking result in a tie, then the Shortlist Selection Panel will select the Artist with the most first place votes; if there is still a tie, then the Artist with the most second place votes, etc., until the Shortlist consists of just three (3) Artists.

G. Mandatory Pre-Proposal Conference Call for Shortlisted Artists

Following Shortlist Selection, PBC AiPP will host a mandatory conference call to provide Shortlisted Artists additional information and instruction. This is also an opportunity for Shortlisted Artists to ask questions of the Project Team. Conference call date is noted in the tentative schedule below. Prior to the mandatory pre-proposal conference call, Shortlisted Artists will receive relevant facility design drawings upon execution of a Non-Disclosure Agreement (NDA) since

plans for County buildings are considered confidential information under State law. .

Prior to the Pre-Proposal conference call, Shortlisted Artists will also receive a Business Information Form which must be completed and submitted to the PBC AiPP along with proof that the Artist's business entity is registered to do business in the State of Florida as either a Florida or a Foreign Corporation, or proof that the registration application has been submitted and is pending review: Prior to the Pre-Proposal conference call:

1. Register your business entity at [Corporations - Division of Corporations - Florida Department of State \(myflorida.com\)](https://myflorida.com/corporations)

2. [Provide PBC AiPP the Business Information Form and proof that your business entity is registered or the registration application has been submitted to the Florida Department of State](#)

Shortlisted Artists who do not attend the mandatory pre-proposal conference call will be disqualified and will not receive the \$1,000 honoraria.

H. VSS Registration for Shortlisted Artists

In order for a Shortlisted Artist to receive the \$1,000 honoraria, a Shortlisted Artist must register with the County's Vendor Self Service ("VSS") system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

I. Finalist Selection

1. Presentation. Shortlisted Artists will develop and present to the Finalist Selection Panel one (1) concept art design proposal. Finalists will have the option to present their presentations in person to the Finalist Selection Panel, or to present virtually. PBC AiPP will provide the Finalist Selection meeting invitation and link one week prior to the Finalist Selection meeting. All concept art proposals must address the art design goal. Each Shortlisted Artist will have fifteen (15) minutes to present his/her concept to the Finalist Selection Panel followed by questions from the Panel.

2. Contents of Finalist Submittal. A complete Finalist Submittal must include the following information. Failure to include all of the required information will result in disqualification.

a. Concept Art Design

- Color concept drawings/renderings

b. Narrative

- Artwork Title
- Artwork Medium
- Artwork Concept Narrative
- If Artist incorporated elements of the proposed Art design in other projects completed by the Artist or in other projects awarded to the Artist, Artist shall identify such element(s) and project(s) in the Narrative.

c. Schedule

- Include timeline for milestones including Design Development, Construction Documents, Fabrication, Shipping, Installation

d. Budget

- Include line items for Artist fee (not to exceed 10% of total project budget), design, engineering, permit, materials, fabrication, shipping, installation, insurance, etc.
- When preparing the budget, Artist should be aware that even though the County is exempt from payment of Florida State Sales and Use Taxes, the Artist is not exempt from paying sales tax to its

suppliers for materials purchased nor is the Artist authorized to use the County's Tax Exemption Number in securing such materials.

e. Certification of Business Location Form

- Only for Shortlisted Artists who have a permanent place of business in Palm Beach County at the time of issuance of this "Call to Artists".
- Shortlisted Artists will be provided with the Certification of Business Location Form prior to the Mandatory Pre-Proposal Conference Call. A Shortlisted Artist with a permanent place of business in Palm Beach County prior to the issuance of this "Call to Artists" must complete this form and include the form and a current Palm Beach County business tax receipt as part of its Finalist Submittal in order to receive 5 local preference points.

3. Evaluation Criteria for Finalist Selection. The Finalist Selection Panel will select artworks based on the following criteria:

- Artistic merit of the concept art design - 45 points
- Extent to which art concept design meets the art design goals - 50 points
- Local preference. Artists who have a permanent place of business in Palm Beach County - 5 points. During Finalist Selection, Shortlisted Artists who have a permanent place of business in Palm Beach County will receive 5 points, if the Shortlisted Artist submits the Certification of Business Location Form and a current Palm Beach County business tax receipt.

4. Finalist Scoring. For each finalist submittal, each evaluation criteria will be scored and when the scores awarded for all criteria are totaled, the scores will be tabulated and added to achieve the total points awarded to each Artist by each Finalist Selection Panel member. Using the total points awarded to each Artist, each Artist will be ranked with the highest point total ranked 1, the next highest point total ranked 2, etc. The ranking of each Artist will be tabulated from each Finalist Selection Panel member and combined with other Finalist Selection Panel members to determine the total ranking score for the Artist, with the lowest point total ranked 1, the next lowest point total ranked 2, etc. Should the ranking result in a tie, then the Finalist Selection Panel will select the Artist with the most first place votes; if there is still a tie, then the Artist with the most second place votes, etc.

J. Selection Panels

Shortlist and Finalist Selection Panels for this Call to Artists are comprised of the County's Public Art Committee members, a representative from the County's Mosquito Control Division, and a representative of the project architectural team, Song & Associates, Inc.. The County reserves the right to make changes to the membership of the Shortlist and Finalist Selection Panels if necessary. While not common, the Finalist Selection Panel may request minor changes to the selected art concepts. If a Finalist refuses to make requested minor changes to his/her proposed concept art per the Finalist Selection Panel's request, Palm Beach County may opt not to contract with Artist for the art commission.

Artist whose concept art design(s) are selected by the Finalist Selection Panel will enter into an Agreement for Artist Services to develop their concept design(s) into an original artwork.

K. Tentative Solicitation and Project Schedule

County reserves the right to alter these dates as necessary.

- Call to Artists Announced - January 5, 2023
- Artist Q & A Deadline – by January 27, 2023 5:00pm EDT
- PBC AiPP posts answers to Artist questions – no later than February 3, 2023
<https://discover.pbcgov.org/fdo/art/Pages/Mosquito-Control.aspx>
and at <https://pbcvssp.co.palmbeach.fl.us/webapp/vssp/AltSelfService>
- Shortlist Application Submittal Deadline – February 17, 2023 by 11:59pm EDT

- Shortlist Selection – Week of March 13, 2023
- Provide Shortlisted Artists Construction CDs after NDAs signed – Week of March 20, 2023
- Proof of Registration or Application Submittal to FL Division of Corporations – Week of March 27, 2023
- Mandatory Pre-Proposal Conference Call – Week of March 27, 2023
- Finalist Proposal and Selection – Week of April 24, 2023
- Contract Execution – Week of June 31, 2023
- Art Design Development Complete – by August 31, 2023
- Art Construction Documents Complete – by October 31, 2023
- Building Permit Issuance – by February 28, 2024
- Art Fabrication Complete – by May 31, 2024
- Art Installation Complete – by June 28, 2024

L. Mosquito Control Additional Information

Palm Beach County Environmental Resources Management/Mosquito Control Division
[Environmental Resources Management Mosquito Control \(pbcgov.org\)](https://pbcgov.org/EnvironmentalResourcesManagement/MosquitoControl/)

Live Map of Mosquito Service Requests w/Status
[Environmental Resources Management Mosquito Control Service Request Status \(pbcgov.org\)](https://pbcgov.org/EnvironmentalResourcesManagement/MosquitoControl/ServiceRequestStatus/)

Florida Medical Entomology Laboratory
<https://fmel.ifas.ufl.edu/>

American Mosquito Control Association
<https://www.mosquito.org/>

Center for Disease Control, Mosquito Control Website
[Mosquito Control | Mosquitoes | CDC](https://www.cdc.gov/mosquito/)

Florida Mosquito Control Association
<https://www.yourfmca.org/>

M. Questions

By 5:00pm EDT on January 27, 2023, any Artist questions must be sent to esinger@pbcgov.org - Subject line: “Mosquito Control Division Replacement Compound Question, Last Name, First Name.” By 5:00pm EDT on February 3, 2023, all questions and answers will be documented in an Amendment to the Call to Artists, which will be posted at <https://discover.pbcgov.org/fdo/art/Pages/Mosquito-Control.aspx> and at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

Questions regarding this Call to Artists must be directed to Palm Beach County’s Public Art Administrator, Elayna Toby Singer, at esinger@pbcgov.org. If applicants rely on information provided by persons other than Ms. Singer, they do so at their own risk. From the date of release of this Call to Artists until award of contract, no contact with Palm Beach County’s Public Art Committee, members of Selection Panels for this Call to Artists, or representatives of Palm Beach County related to this Call to Artists is permitted except as authorized by Ms. Singer and/or in conjunction with scheduled Call to Artists activities. Any such unauthorized contact will not be used as a basis for selection and may result in the disqualification of the Artist’s proposal.

In addition, the Palm Beach County’s Lobbyist Registration Ordinance prohibits an Artist or anyone representing an Artist from communicating with any County Commissioner, County Commissioner’s staff, or any employee authorized to act on behalf of the Commission to award a particular contract regarding this Call to Artists, i.e., a “Cone of Silence.” The “Cone of Silence” is in effect from the date/time of the deadline of the Shortlist application, and terminates at the time that the Board of

County Commissioners or a County Department authorized to act on their behalf, awards or approves a contract, rejects all bids, or otherwise takes action which ends the solicitation process. Artists may, however, contact any County Commissioner, County Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract, via written communication, i.e., facsimile, e-mail, or U.S. mail. Violations of the "Cone of Silence" are punishable by a fine of \$250.00 per violation.

N. Amendments

Changes to this Call to Artists, when deemed necessary by Palm Beach County, will be completed only by written Amendment(s) issued prior to the deadline for receipt of proposals. Proposers should not rely on any representations, statements or explanation other than those made in this Call to Artists, or in any Amendment to this Call to Artists. Where there appears to be a conflict between the Call to Artists, and any Amendment issued, the last Amendment issued will control.

ALL Palm Beach County Call to Artists and Amendments will be advertised at <https://discover.pbcgov.org/fdo/art/Pages/Mosquito-Control.aspx> and at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. It is the sole responsibility of Artists/proposers to routinely check this website for any Amendments issued prior to the deadline for receipt of proposals. Palm Beach County is not responsible for the completeness of any package (Call to Artists and Amendments) not downloaded from these websites.

O. General Terms and Conditions

1. **Florida Public Records Law.** Upon submission, all proposals become public records and the property of Palm Beach County, and subject to disclosure in accordance with Florida law.
2. **Due Diligence of Proposer.** Due care and diligence has been exercised in preparation of this Call to Artists and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the requested services rests solely with those making proposals.
3. **Rejection of Responses; Waiver of Irregularities.** Palm Beach County reserves the right to reject any or all proposals submitted in response to this Call to Artists, waive any or all informalities and/or irregularities, re-advertise with either an identical or revised scope, or cancel this Call to Artists in its entirety, at its sole and absolute discretion. Palm Beach County is not under any obligation to select Shortlisted Artists or a Finalist or to award a contract if, in the sole judgment of the County, the Artist materials do not meet the eligibility or qualifications for the project.
4. **Right to Reschedule or Cancel.** Palm Beach County reserves the right to reschedule or cancel Finalist Selection without paying expenses.
5. **Clarifications.** Palm Beach County reserves the right to contact any or all proposers after submittal in order to obtain supplemental information and/or clarification in either verbal or written form.
6. **Registration To Do Business In the State of Florida.** The selected Artist's business entity must be registered to do business in the State of Florida with Florida Department of State.
7. **County Standard Contract Required.** The selected Artist will be expected to execute the County's standard contract for Artist's services. A copy of this document is available upon request.
8. **Public Entities Crimes/Convicted Vendor List.** Per Florida Statute 287.133, a person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a response to a solicitation for a period of 36 months from the date of being placed on the convicted vendor list. Proposers suspended from doing business with the County at the time this solicitation is advertised are not eligible to submit a response.
9. **Non-Discrimination.** The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the proposer warrants and represents that throughout the term of any resulting Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of any resulting Contract.

P. Award of Contract

1. Notification of Recommended Award. Artists will be notified of the recommended award by email and the Notification will be posted for 5 business days on the following website: <https://discover.pbcgov.org/fdo/art/Pages/Mosquito-Control.aspx>.

2. Right of Appeal/Protest.

a. Responsiveness Review and/or Shortlist Results. Any Proposer may appeal/protest the responsiveness review and/or shortlist results by submitting a written protest to the Director, Facilities Development & Operations Department within five (5) business days after receiving notice from the Department of the results of the responsiveness review and/or Shortlist Panel evaluation. Protests must be submitted in writing, must identify the protestor and the solicitation, must describe the grounds for the protest, and must be addressed to the Director, Facilities Development & Operations Department, via hand delivery or mail to 2633 Vista Parkway, West Palm Beach, FL 33411 or via email to IAyalaCollazo@pbcgov.org. A protest is considered filed when it is received by the Director, FDO. Failure to file a protest within five (5) business days of Artist's receipt of the Department's notice of the results of the responsiveness review and/or Shortlist Panel results constitutes a waiver of the proposer's right to protest.

b. Finalist Selection. Any Proposer may appeal/protest a final selection by submitting a written protest to the Director, Facilities Development & Operations Department within five (5) business days after the posting of the Notice of Intent to Award by the Department. Protests must be submitted in writing, must identify the protestor and the solicitation, must describe the grounds for the protest, and must be addressed to the Director, Facilities Development & Operations Department, via hand delivery or mail to 2633 Vista Parkway, West Palm Beach, FL 33411 or via email to IAyalaCollazo@pbcgov.org. A protest is considered filed when it is received by the Director, FDO. Failure to file a protest within five (5) business days of the posting of the Notice of Intent to Award constitutes a waiver of the proposer's right to protest.

3. Negotiations. The County will conduct negotiations with the highest ranked Artist. However, if an agreement is not reached with the top ranked Artist, negotiations will be terminated and the County will move to the second ranked Artist to attempt to reach agreement. If an agreement is not reached with the second ranked Artist, the County will move to the third ranked Artist.

4. Cancellation of Recommended Award. The County reserves the right to cancel the recommended award of any contract at any time before the execution of said contract by all parties without liability against the County. The proposer, by submitting a proposal, expressly waives any claims to damages of any kind whatsoever in the event the County exercises its rights under this subsection.