



ADDENDUM 3

The Department of Art, Culture + Tourism would like to submit the following addendum to the open bid for a Project Manager for Capital Improvement Public Art Projects <https://www.providenceri.gov/wp-content/uploads/2021/02/pvd21-10-Project-Manager-Capital-Improvement-Public-Art-Projects.pdf>

Applicants may find a video recording of the February 11, 2021 optional pre-bid accessible here: <https://youtu.be/zBYAmnA1UWQ>

Frequently Asked Questions:

The following questions were submitted in writing. All applicants should refer to the RFP in full.

Will the Project Manager be asked to support artists through the public art selection process or develop proposed public art projects for the City?

- This is largely a managerial and administrative opportunity. The Project Manager will manage multiple calls for art through utilizing the art selection process outlined in the Providence Art in City Life Plan. Artists who are selected as finalists will develop public art proposals in accordance with this policy.

Will the Project Manager be required to facilitate meetings of the Art in City Life Commission or just meetings related to the commissions outlined in the RFQ?

- The City of Providence Department of Art Culture + Tourism staffs the Art in City Life Commission and the Project Manager will be invited to present project updates to the Commission.
- The Project Manager will be required to facilitate meetings regarding the commissions in their portfolio as they relate to informing artists, community engagement, and reports to City agencies as needed.

Will the Project Manager be managing maintenance of the artworks, or providing a maintenance plan?

- The Project Manager will provide technical assistance to support the commissioned artist(s) to develop a feasible maintenance plan(s). Once installed the artworks will be maintained in perpetuity by the City.

Should costs associated with programming and publicity materials be included in our bid or will those funds be provided separately?

- The City has funding for print material and technology as it relates to communications and engagement. The applicant may outline cost in terms of fees for service for these specific activities and/or identify a subcontractor.

What is the scope of activities that would be considered sub-contracts?

- The City can incur costs for printed materials and technology related to virtual or in-person engagements.
- It is preferable that the applicant present cost for service related to photo/video documentation and content creation for engagement and communications purposes.
- The City can incur costs for interpretation and translation, however, applicants who can provide Spanish translation (and/or copy editing) will be preferred. Do note whether you have demonstrated experience in this area and/or a strong working relationship with a local vendor in this regard.

What is the total number of projects expected to be completed and will detail be provided to support the completion of the proposal?

- There will be a total of one Landmark Public Artwork and no more than five Civic Infrastructure public artworks. ACT and the Art in City Life Commission develop Calls to Artists per project in accordance with the Art in City Life Plan, and each call outlines specifications with regards to site specific and design. The Project Manager will be responsible for administrative and managerial duties related to these calls.

Are you currently doing artist selection meetings and commission meetings virtually? Do you intend to keep doing them this way for the next 18 months?

- Yes, we are currently hosting art selection panel meetings and commission meetings via Zoom, and do not yet anticipate when/how this will change.

Do you have any project management tools/styles that would be good for us to show proficiency in?

- Our Department utilizes Microsoft Office, Google Drive, Asana, Zoom, Teams, Dropbox and Slack (priority being Microsoft Excel and Asana). We enjoy working with logic models, slideshows, detailed work plans, and deadlines.

May graduate students serve as the Project Manager?

- We prefer arts professionals apply for this position. It is plausible that a graduate student has demonstrated work experience as an art professional and in that case, yes, they may apply.

Is this be considered a part-time position? How many hours are required on a weekly basis?

- This is an 18-month long contractual opportunity with the possibility of renewal. We will not review proposals less than 1000 hours over the course of 18 months.
- It is preferable applicants propose the amount of hours and fee associated per each area of scope as opposed to hours per week.

Is State WBE certification required for this position, or just preferred?

- State WBE certification is not required, but it preferred.

If I do not currently know who my subcontractors would be, can subcontractors submit WBE paperwork later?

- Please direct questions related to MBE/WBE certification to Grace Diaz (contact information is on page one of the RFP).

May I provide a general explanation of subcontractors I will be seeking and what tasks they will perform, without specifically securing the exact sub-contractors at this time?

- Applicants must identify all subcontractors that will be used for the proposed project. For each subcontractor, list what specific products and/or services each of these subcontractors will be providing and identify what percentage of the total scope of work they will be responsible for.

Do you have links for the current public art calls? If not, can you tell me what areas in the city they are planned for?

- Our calls for art have not yet been posted. However, you may refer to the Landmark Public Artwork and Civic Infrastructure Trajectories in the Providence Art In City Life Plan for a general understanding.

In the pre-bid conference, it was mentioned that there will likely be a few more public art calls that may "overlap" with this position after about a year. How much responsibility for administering/managing those additional calls will this position have?

- The Project Manager will only be responsible for administering calls for art in the Landmark and Civic Infrastructure categories.

What might fall under "Additional tasks at the discretion of the Department Staff"?

- We imagine there may be some scheduling / administrative tasks and times where the Project Manager may serve as a proxy for ACT full time staff in meetings related to this scope of work.

Best regards,

A handwritten signature in black ink that reads "Stephanie P. Fortunato". The signature is written in a cursive, flowing style.

Stephanie P. Fortunato
Director, Department of Art, Culture + Tourism

