



DC COMMISSION ON THE ARTS & HUMANITIES
50th ANNIVERSARY

REQUEST FOR PROPOSALS

Capitol View Neighborhood Library Public Art Project

SUBMISSION DEADLINE

Friday, February 1, 2019 at 4 pm

AWARD AMOUNT

\$30,000

Government of the District of Columbia
Commission on the Arts and Humanities
200 I Street, SE, Suite 1400 | Washington, DC 20003

NOTICE: Applicants must read the entire Request for Proposals (RFP) prior to submitting an application for this project. For questions or additional information, please contact the Commission on the Arts and Humanities (CAH).

Request for Proposals

Capitol View Neighborhood Library Public Art Project

Submission Deadline: Friday, February 1, 2019 at 4 pm
Award Amount: \$30,000



Introduction

The DC Commission on the Art and Humanities (CAH) with District of Columbia Public Library (DCPL) is seeking professional proposals from local artists or artist teams for the design, fabrication and installation of a permanent work of public art on the plaza area of the renovated Capitol View Neighborhood Library, 5001 Central Avenue, SE, Washington, DC.

Project Overview

The Capitol View Neighborhood Library, a 20,000-square-foot brick-and-concrete building, which opened in 1965, was the culmination of 10 years of work on behalf of the Capitol View community. It is located on a site in Southwest Washington that is bounded by Central Avenue on the north, 50th Street on the west, and Ayers Place on the south.

The Capitol View community straddles East Capitol Street east of the Anacostia River, in Washington's far northeast and southeast quadrants. Capitol View takes its name from the fact that the US Capitol can be seen in its distant western view.

Capitol View is one of the few communities in Washington developed for African Americans by African Americans. An African American businessman, John Whitelaw Lewis, along with Capital View Realty Company, began developing a subdivision for African American families in the area between 49th, Blaine, 54th Streets and Central Avenue in the 1920's.

By the 1950's Capitol View grew to be everything within a triangular shaped area bound roughly by Blaine Street to the north, Southern Avenue on the east, and Central Avenue on the south to 47th Street.

As the population grew and the neighborhood became established, the citizens of the area, including the Capitol View Civic Association, the Marshall Heights Civic Association and members of the local PTA, petitioned the Library for a location. The building was designed by E.W. Cooke with the DC Office of the Supervising Architect, and funded under the D.C. Public Works Program in 1961/62. The new Library opened on January 23, 1965. Edward James Talbert served as the first branch librarian, with an eleven-person staff. The branch's initial collection had 24,438 volumes, with a \$19,000 book budget for the first year. The branch recorded a daily circulation of approximately 500 books in its first five days of operation.

The Capitol View community has always had a deep and rich culture of churches and placed a premium on families and education. The area continues to be over 90% African American.

As part of the DC Public Library's ongoing transformation of the physical campus, the Capitol View Neighborhood Library was selected for renovation as part of the FY 2018 budget, due to aging of facilities systems and to realize better use of space for residents.

The renovation of the Capitol View Neighborhood Library has been a phased process: Phase One, the interior renovation, was completed in October 2017. The interior improvements include:

- Improved entrance into the building
- Expanded space, including more space for children, adults and teens
- Upgrades to the heating, air conditioning and electrical systems
- New computer training lab with 12 computers
- New windows
- More meeting and study spaces in varying sizes
- New, larger elevator
- New furniture, carpet and fixtures
- Environmentally friendly design

Phase Two, the exterior renovation, began in September 2018. The goals of the exterior renovation are to:

- Create a sense of arrival
- Re-make the facade of the building
- Reconnect the site to the neighborhood

The Library will reopen in early 2019. To learn more about the renovations, including several summaries of community input received, please visit dclibrary.org/capviewrenovation.

Project Goals

To further enhance the newly renovated DCPL branch and contribute to a dynamic neighborhood, CAH and DCPL are seeking to commission a work of public art within the plaza area of the building that achieves the following goals:

- Activate the plaza area of the entrance to the Capitol View Neighborhood Library.
- Create a vibrant, inspirational and welcoming design element for the area that complements the new façade of the building.
- Contribute to an inviting community space with engaging public art to promote communal activities and walkability in the neighborhood.
- Respond to the community's desire for an exterior artwork at the Library that reflects their neighborhood.
- Foster an emotional connection with visitors, by creating a distinct visual identity for the plaza area that increases community ownership and investment in the Library.

Public Artwork Specifications

Due to safety and environmental concerns for the building, applicants should adhere to the following when developing proposal(s):

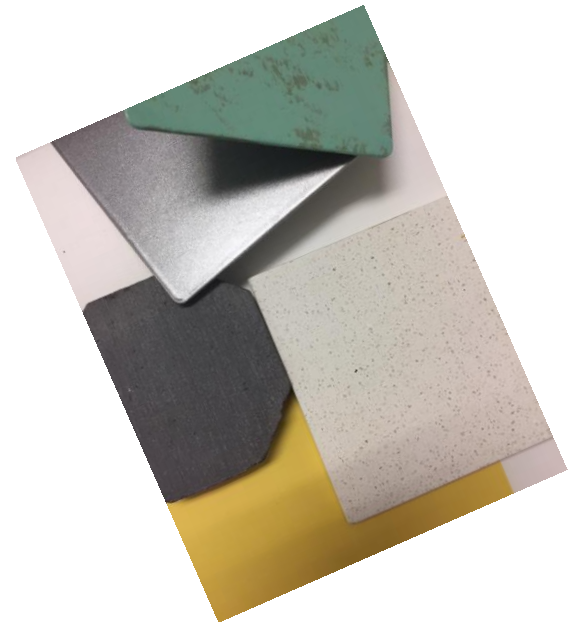
- Artwork must be highly durable, sustainable and low maintenance.
- Artwork must have a minimum five (5) year lifespan.
- Artwork can be functional to include seating elements that complement existing elements; excludes bike racks.
- Artwork should demonstrate maintainability, sustained structural and surface soundness and resistance to vandalism and weathering.
- Artwork must be fire resistant.
- Water elements and neon work are strongly discouraged for proposals.
- Lighting components may be considered, but must be low maintenance and energy efficient.
- Artwork must be able to withstand light cleaning using power washing.



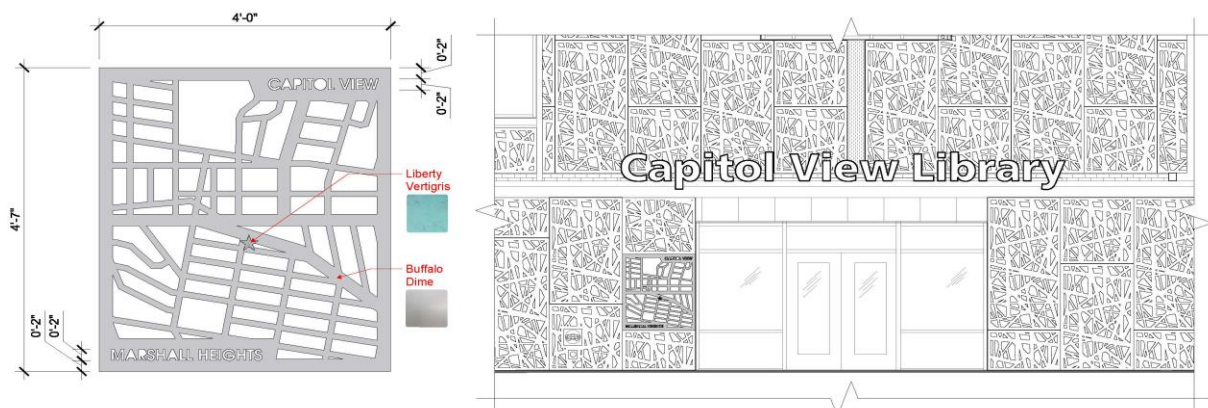
Site Location & Artwork Footprint

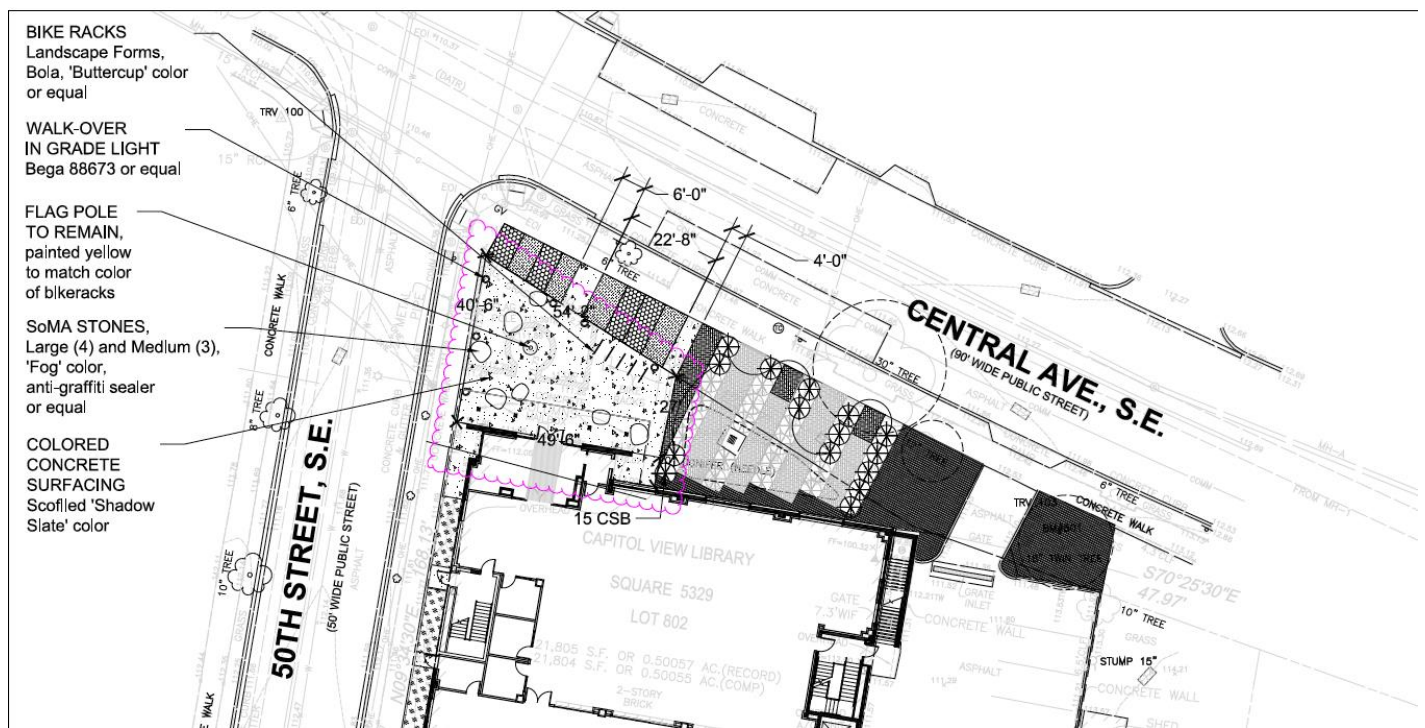
The proposed artwork will be sited within the entry plaza area of the library located at corner of Central Avenue and East Capitol Streets S.E. The plaza area is the main entry point to the recently renovated library, against the backdrop of the newly designed exterior facade composed of a modern geometric metal abstract overlay against a red brick wall.

At the entrance to the library is a green metal etched map of the neighborhood map, which provides a welcoming backdrop to the plaza area (see top right of swatch sampling to the right). The large windows on the front of the building provide a view of the plaza.



MAP PANEL DETAIL





The plaza dimensions are approximately 54'2' at the north, 27' at the east, 49'6" at the south, and 40'6" at the west. In front (north) of the plaza, between the plaza and the sidewalk, is approximately 9 feet of shrubbery. To the east of the plaza, there is a large area of plantings which includes trees and shrubbery, and perennials such as Virgin's Bower and Carolina Jasmine. All plantings are indigenous to the area. The library entrance is directly south of the plaza. The east edge of the plaza is directly adjacent to the sidewalk.

In the plaza are five bike racks painted yellow, along with a flag pole painted yellow to match bike racks (see swatch sampling on page 5). Placed at intervals are four (4) large SoMA Stones and three (3) medium SoMA Stones, all in "Fog" color (see bottom right of swatch sampling). SoMA stones are glass fiber reinforced concrete shaped to look like river stones and intended for casual seating. Medium SoMA stones are 51" (wide) x 42" (deep) x 15" (high). Large SoMA stones are 60" (wide) x 47" (deep) x 16" (high). See attached landscape plan for exact plant schedule and further specs. More information about SoMA stones can be found at www.concreteworks.com/product/soma-stones/

To arrange a site visit to the plaza, please contact Ryan McCoy at ryan.mccoy2@dc.gov.

Award Amount

The total award amount is \$30,000, which is inclusive of all design, artwork fabrication and installation costs, as well as artist design fees (no more than twenty percent (20%) of the project budget) and costs associated with design, fabrication, transportation, shipping, installation, insurance, engineered drawings (stamped by a DC licensed engineer), permit costs and photographic documentation of the installed artwork, and a contingency

Applicant Eligibility and Restrictions

This opportunity is open **ONLY** to resident artists and artist teams residing in the District of Columbia.

Artists and Artist Team members must (at the time of application):

- Be a resident of the District of Columbia and maintain residency in the District of Columbia throughout the grant period – DC post office boxes may not be used as a primary address to satisfy this requirement;
- Be eighteen (18) years of age or older;
- Be a practicing professional public art installation artist;
- Be in good standing with CAH and DCPL. Applicants with incomplete or delinquent reports from any prior funding program, as of October 15, 2018 (or otherwise as determined by CAH), are ineligible to receive additional funds from CAH in FY 2019; and,
- Obtain Citywide Clean Hands certification and maintain certification throughout the grant period (see <https://otr.cfo.dc.gov/page/online-clean-hands-application>).
-

Applicants restricted from applying include:

- Non-DC residents; and,
- Individuals that require “fiscal agents”; and,
- For profit and nonprofit organizations.

Allowable Costs and Funding Restrictions

As a District of Columbia agency, CAH must ensure that all funds are expended in a fiscally responsible manner. CAH grant-related “allowable costs” are costs that the District government (through its subordinate agency, CAH) has determined, in its sole discretion, to be valid expenditures.

Examples of Allowable Costs (valid expenditures) are, but not necessarily limited to:

- | | |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| • Artist and Design Fees (no more than twenty percent [20%] of the project budget) | • Equipment Rentals and Permits |
| • Project-related materials | • Travel and transportation directly related to project implementation |
| • General Liability Insurance | • Copyright registration |
| • Shipping | • Permits |
| • Fabrication and installation services | • Contingency |

Examples of Unallowable Costs:

- Sub-granting or re-granting of grant funds
- Tuition and scholarships;
- Food or beverage expenses (including relating to dedications, celebrations activities);
- Capital expenses;
- Equipment purchases over five-hundred US dollars (\$500.00);
- Costs related to special events, fundraisers, and lobbying; and,
- Travel not directly related to executing services as outlined in the definition above.

Inclusion, Diversity, Equity and Access

In addition to detailed plans for its compliance with the Americans with Disabilities Act (ADA) (42 U.S.C. §§ 12101 et seq.), each application must demonstrate how the project will be inclusive, diverse, equitable and accessible to all residents throughout the District of Columbia, including those with disabilities. Successful applications will consider a broad definition of “accessibility” by addressing financial, geographic, cultural and developmental access. For more information, see the Americans with Disabilities Act section of these Guidelines (which appear on Page 12, below) and the CAH Grants Glossary, located in the [Guide to Grants](#). For your reference, you may use this link to access the text of the ADA: (<https://www.law.cornell.edu/uscode/text/42/12101>). By sharing here the hyperlink referenced immediately, the District government does not represent that shared text of the ADA is the latest version of that law.

Technical Assistance

CAH program staff members are available to assist applicants through technical assistance. Staff members do not write applications for applicants. Staff members are available to review draft applications for thirty (30) minute appointments, on government business days up to one (1) week prior to the grant application deadline. Applicants should contact CAH to schedule a meeting by calling 202-724-5613. Please note that CAH requests the applicant prepare and deliver (by e-mail) their full **draft** application proposal along with any questions in advance of scheduling a meeting for assistance.

Art Selection and Approval Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, and Capacity and Sustainability. The evaluation criteria are specific to each grant program and listed in each grant program’s guidelines. **The application process is competitive and awards are subject to the availability of funds.**

CAH in collaboration with DCPL will convene an Advisory Review Panel representing diverse interests and expertise in public art and the community served by the Capitol View Library to review the proposals by artists or artist teams that respond to this call. The Art Selection Panel will recommend one proposed design and installation plan to CAH.

The role of a panelist is to review and score an eligible application's content against the established grant program review criteria. Panelists assist in making funding recommendations to the Commission. CAH advises panelists to remain impartial in their review of CAH grant applications, and it ensures that panelists recuse themselves from review of any application that presents a personal or professional conflict of interest (or the appearance of a conflict of interest). Panelists will participate in a review of all CAH grant applications in a group that is convened to discuss the applications and finalize their application-related scores in the presence of CAH staff and a CAH Commissioner Convener.

CAH's grant application evaluation process takes into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990. For more information regarding the grant review process please visit the [Guide to Grants](#).

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Selection Criteria

- The artist or artist team leader is a practicing professional artist with elements of the project supported by a team of design and fabrication professionals;
- The artist or artist team has demonstrated artistic and design excellence through innovation and originality as evidenced in previous work;
- The artist or artist team will participate in the design phase review and approval processes and will agree to complete the commission as required by the project schedule;
- The artist or artist team's experience, availability and willingness to participate in public meetings to present their proposed design concept and address or consider adopting comments provided by the community and project stakeholders;
- Artwork should demonstrate maintainability, structural and surface soundness;
- Artwork should be resistant to vandalism, weathering, excessive maintenance and repair costs;
- Work should be appropriate for placement on an urban pedestrian site, including the ability for the artwork to withstand public interaction;
- Artist should have a proven track record to complete the work on time and within the budget; and,
- Artwork should be responsive to the community, neighborhood and/or site.

The scoring criteria of applications include the following:

- Excellence and originality of design;
- Degree to which artwork responds to the goals of the project with creativity and uniqueness; and

- Overall design concept fit and presentation on the areas designated in the sketch detail on pages 4-6.

Required Application Materials

Please prepare and submit the following documents to your application online:

1. Current CV/Resume of artist or artist team, two (2) page maximum.
2. Artist statement (maximum of 250 words).
3. Design concept narrative describing the work with detailed explanation of how the design correlates to the project goals as defined in this request for proposals; specifics about the required materials and equipment; and, implementation timeline presented in terms of the hours, days, or weeks needed to prep and fabricate/install the work. (Maximum of 500 words).
4. One design concept illustrating the proposed design for the exterior plaza based on provided dimensions saved in a JPG or PDF file format.
5. Detailed Budget Outline providing a detailed breakdown of project costs. Applicants are encouraged to provide quotes for any outside contracting or fabrication needs during the project.
6. Five (5) to ten (10) images of previous relevant artwork submitting high quality JPG files (do not use gifs, tiffs or other image formats). If submitting as an artist team, samples of artist teams' work should also be submitted identifying their samples. Please do not embed images into PowerPoint or PDF documents.
7. Image Identification List of previous relevant artwork corresponding to submitted images within application. If an artist team, please identify those participating artist/s' work samples.
8. List of at least three (3) **Professional References**. Please include name, address, phone number and email address for each reference.
9. All CAH compliance documents.
 - W-9 (Dated within 30 days of grant deadline)
 - Arrest and Conviction Statement
 - Statement of Certification (Dated at time of grant submission)
 - List of Insurance Carriers and Policies
 - Clean Hands Certificate (Dated within 30 days of grant deadline)

Submission Requirements and Application Process

Applications are submitted via CAH's [Grant Application Portal](#). Applicants will be allowed to save incomplete applications and return to them for completion until the deadline. Any incomplete submissions at that time will be disqualified for consideration. CAH's Grant program guidelines are available at www.dcartools.gov. All applications must be submitted online by 4:00 PM, Eastern Time, on February 1, 2019. Incomplete or late applications or applications, which do not follow the instructions, are deemed ineligible for review and funding. Grant funds may not be used for activities that occur outside of the grant period. CAH does not accept

mailed, emailed or hand-delivered copies of grant applications and/or their required attachments.

However, CAH will accept reasonable accommodation requests from applicants with disabilities to submit grant applications via mail, email or hand-delivery. To request a reasonable accommodation, contact Kali Wasenko at 202-724-5613 or kali.wasenko@dc.gov.

CAH's grant application process is competitive and subject to the availability of funds. Following are the steps for submission:

- Review this Capitol View Library Request for Proposals to determine eligibility of the applicant and project.
- Go to the "Apply for Grants" page on the CAH website and select the Grant Application Portal to register.
 - To reset the password select "Forgot your password?"
- Once fully registered, applicants can select the desired grant program for to begin the application.
- Complete the application questions.
- Upload all required documents and supplementary materials.
- Submit the application by **4 pm** on February 1, 2019.

Successful Applications

Successful applicants shall, in their respective grant applications:

- Present a visionary idea that represents a strategic departure from the applicant's standard practices in order to create a transformative impact on the current public art and cultural landscape of the District of Columbia;
- Consider how the design connects to the project goals;
- Illustrates the fit within the space dimensions as described on pages 5 and 6;
- Previous work samples illustrate artistic experience in large scale fabrications and exterior installations;
- Comprehensively address each aspect of the project's design specifications, material selection, fabrication process, as well as installation and maintenance processes;
- Detail and clearly identify the proposed project's budget (indicating all revenue and expense categories), and demonstrate effective fiscal management through narrative or support materials;
- Explain the project implementation schedule and detail the specific execution logistics necessary to support a successfully complete project within the funding period; and,
- Should be complete with detailed responses to application questions, mandatory documents submitted and materials included (uploaded) by the application deadline.

NOTE: CAH encourages early application submission; the portal closes for entries PROMPTLY at the 4:00 PM deadline.

Submission Deadline- completed applications must be received and uploaded to the grants portal by 4:00 PM (EST) on Friday, February 1, 2019. Failure to submit mandatory documents in the application will result in disqualification.

Tentative Schedule

<u>DATE</u>	<u>ACTIVITY & DELIVERABLES</u>
Friday, December 21, 2018	Request for proposals released
Friday, February 1, 2019, 4:00 PM EST	Application deadline
March 2019	Selected grantee notified
April – August, 2019	Artwork fabrication and installation timeline

CAH and DCPL have the right to photograph the artwork for educational purposes, brochures and other publicity without limitation. In all printed materials, CAH and DCPL will make every effort to credit the artist(s). All copyrights remain with the artist(s).

Conditions of Funding, Reporting Requirements and Grant Cancellations

CAH reserves the right to rescind any and all grant awards for non-compliance with CAH grant guidelines, policies or regulations, at any time. FY 2019 grant recipients with unmet reporting obligations regarding any CAH funding program as of close of business on Monday, October 15, 2018 are ineligible to receive additional awards from CAH.

Interim and Final Reporting to CAH

Grant recipients will be required to submit to CAH an Interim Report and a Final Report regarding: (1) the extent to which they met their CAH grant award-related organizational and project goals; and (2) the impact that its funded projects or activities have had on the District of Columbia. The applicants' respective Interim and Final Reports to CAH must also include: (1) a financial report regarding the funded activity that clearly shows how the subject grant funds were used; (2) proof of expenditures and related locations date; (3) the numbers of people and communities served; (4) the number of schools served (if applicable); and (5) the numbers of local artists and youth engaged. Grant recipients who do not submit Final Reports are ineligible for further CAH funding.

All FY 2019 grant recipients must submit to CAH their respective grant-related Interim Reports, and their grant-related Final Reports by the dates identified in their grant

agreements. All of the above-referenced reports must be completed and submitted to the Project Coordinator. Grant recipients may access the Final Report forms through the [Managing Grant Awards](#) page on CAH's website.

Grant Cancellations

CAH has the right to withhold or cancel a grant award (or future grant awards) if the involved grant recipient does any of the following:

- Fails to make a deadline for a grant report or fails to produce a grant report
- Fails to notify CAH of changes in project collaborators or other significant management changes or changes in the project scope
- Fails to comply with the terms of the grant award contract requirements
- Demonstrates inadequate financial management and oversight of the project throughout its duration
- Fails to credit CAH's support (as per the grant agreement) publicly in any of the project's promotional or information materials

District of Columbia and Federal Compliance Requirements

Citywide Clean Hands

All applicants that are recommended for funding must obtain from the District of Columbia a Citywide Clean Hands Certification (CCH) in order to receive a grant award from CAH. **This certification is required before any related grant funding disbursement and CAH may request occasional updates from award recipients.** The CCH website application supports the Citywide "Clean Hands" Certification Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied District goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties. Applicants may visit the following sites to obtain more information: <https://ocfocleanhands.dc.gov/cch/> or <https://otr.cfo.dc.gov/page/clean-hands>.

Legal Compliance

Federal and District of Columbia statutes require that all applicants comply with laws and regulations governing nondiscrimination. These include: Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), the DC Human Rights Act of 1977, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities.

Americans with Disabilities Act

CAH is committed to ensuring that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation and telecommunication services. Organizations funded by CAH

must make reasonable accommodations to ensure that people with disabilities have equal physical and communications access, as defined by federal law.

Organizations applying for funding from CAH should include a response to the accessibility section of their applications by detailing the following items:

1. The process for formulating accessibility plans (e.g. creating an accessibility advisory committee, board and staff disability-rights training, budgeting for reasonable accommodation requests, etc.)
2. The current progress/status of an organization's physical accessibility. If the location is not barrier free, include a plan for project/program modification that ensures access in a barrier-free environment, when needed.
3. The current progress/status of the organization's accessibility in presenting activities – communications access (e.g. TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

Credit/Acknowledgment

Grant recipient will enter into agreement requiring the inclusion of CAH's logo (or a credit line) in all of its grant-related announcements and promotional (or informational) materials and will agree to make best efforts to publicly credit CAH support in any and any public event that is held and that is related to CAH's funding of the project as well any other District government partners as noted in the aforementioned agreement

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements, as outlined in the District's [Citywide Grants Manual and Sourcebook](#) (which is primarily managed by the District's Office of Partnerships and Grant Services (OPGS)). CAH has established standards for grant recipients to ensure compliance with risk assessment monitoring, and those standards are discussed in greater detail in the applicants' grant agreements with CAH.

Recommended applicants are also required to procure and maintain commercial general liability insurance. The certificate of liability insurance must be provided to CAH before the recommended applicant begins performing work.

Activities funded by CAH will be monitored and evaluated by its staff, to assure compliance with all applicable District of Columbia's statutes, regulations, orders and other requirements. This monitoring process may include site visits, an evaluation of allowable costs, as assessment of efforts to meet projected grant applicant benchmarks, providing proof of expenditures, etc.

All grant recipients are responsible for reporting their respective grant award(s) as income on federal and local tax returns (in accordance with applicable law) and are strongly encouraged to consult with a tax professional and the United States Internal Revenue Service.

Contact information

For more information regarding the project, or clarification about requirements, proposals, work sample submissions and any grant portal assistance, please contact the project manager below at the DC Commission on the Arts and Humanities.

Lauren Dugas Glover, Public Art Manager: Lauren.Glover@dc.gov or **202-724-5613**



The DC Commission on the Arts and Humanities provides grant funds, programs and educational activities that encourage diverse artistic expressions and learning opportunities, so that all District of Columbia residents and visitors can experience the rich culture of our city. As a program of CAH, the **DC Creates Public Art** program provides high quality art installations and administrative support services for the public so they can benefit from an enhanced visual environment. The program purchases, commissions and installs public art throughout the District of Columbia to cultivate dynamic, vibrant and nurturing communities through the use of art and design. For more information on CAH visit www.dcartarts.dc.gov.



The District of Columbia Public Library is a vibrant center of activity for residents and visitors in the nation's capital. The library provides environments that invite reading, learning and community discussion and equips people to learn all their lives, to embrace diversity and to build a thriving city. DCPL is proudly recognized as a force in the community for engaging the mind, expanding opportunities and elevating the quality of life. For more information about DC Public Library visit www.dclibrary.org.