

**OFFICIAL NOTICE 57966 REQUEST FOR QUALIFICATIONS  
PAIR LIAISON FOR THE  
CITY OF MILWAUKEE PUBLIC ARTIST IN RESIDENCY**

**July 18, 2022**

The Department of City Development (DCD) of the City of Milwaukee (the “City”) is soliciting qualification packages for an individual to serve as the PAIR Liaison as a temporary employee under one of the City-wide Blanket contracts for Temporary Employment Staffing Services for the City of Milwaukee Public Artist in Residency pilot program.

**The RFQ can be found on the Department of City Development (DCD) website at the following link: <http://city.milwaukee.gov/DCD/RFQs>**

**Questions regarding the RFQ are due by August 12, 2022 by 5:00 p.m. CST. Questions regarding this RFQ should be addressed to Scott Stange in writing via email at: [sstang@milwaukee.gov](mailto:sstang@milwaukee.gov)**

**An addendum, if needed, will be published no later than August 15, 2022 by 5:00 p.m. CST.**

**Qualifications are due August 22, 2022 by 11:00 a.m. CST.  
\*\*\* VIA E-MAIL – to [DCDPurchasing@milwaukee.gov](mailto:DCDPurchasing@milwaukee.gov) \*\*\*  
(Additional info in the RFQ document)**

DCD reserves the right to conduct interviews of the highest ranked submittal(s). Should DCD choose to proceed with interviews, you must be available either **September 7, 2022 or September 8, 2022**, for said interviews via videoconference.

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- A. Designation of Confidential and Proprietary Information Form

## I. Public Artist in Residency Pilot Overview

### A. Background

The City of Milwaukee Artist in Residence Program (PAIR) aims to invest in the city's cultural producers by leveraging the knowledge, practices and creative tool kits of local artists to build a better community for Milwaukee residents. PAIR presents an opportunity for collaboration, embedding artists in City departments to strategize, propose and implement creative solutions to complex civic challenges.

The goal of this program is to explore the best ways of integrating artists into City government in service of improving the lives of Milwaukeeans. The intended outcome of this residency is for the artist and host department to assess community needs and develop/improve programs and initiatives through creative problem solving. The specific nature of these collaborations will vary depending on the interests and needs of the artist and the host department. It is also an opportunity for cross-sector networking, a collaborative and generative space to think about different approaches for artist residencies for the social good.

The program not only aims to bring an artist into a department to see how it works and make an impact - it also aims to give City employees an insider's view of contemporary art and perspective on the lives of working artists. After a three-month research phase where the Artist will shadow City staff and learn about operations and initiatives, the Artist will spend three months prototyping and field testing their project and then five months implementing. Assessments will also take place in the twelfth month. Meetings will be held virtually as necessary.

### B. Placement Department and Civic Challenge

The PAIR Liaison will manage the relationship between the Artist and the **Department of Public Works (DPW)** to **raise awareness around the dangers of reckless driving**. The temporary 12-month liaison position ("the PAIR Liaison") will catalyze the residency and keep the work moving forward. The residency encompasses four phases: research, prototyping, project implementation, and evaluation. The specific duties of the PAIR Liaison are outlined in the position description section below.

The Artist will develop a project that may include artistic interventions, approaches, and strategies; community engagement and participation; the identification of cultural and community assets; the creation of new artworks; and/or access to artistic and cultural experiences. Reckless driving impacts all Milwaukeeans and has caused fear and trauma that makes many feel unsafe in the city. The Artist will work with DPW and community members to understand underlying causes of reckless driving and community impacts. The Artist will help in creating a culture where lives are valued and safe driving is seen as the responsibility of everyone.

Programmatic activities may include community-and artist-initiated projects, workshops, events, and site-specific artworks to address multilayered objectives that improve services provided by DPW using creative methods that engage DPW staff, constituents, and stakeholders. Events may be held in person or via a digital platform, in accordance with Public Health orders.

The Artist will work with the PAIR Liaison, Department of City Development (DCD) Milwaukee Arts Board (MAB) Staff and DPW to develop an evaluation plan that will document the process, approach, and lessons learned. This plan will be summarized in a final report that will contribute to improving City practices and responsiveness.

The Public Artist in Residency Program recognizes that the path to achieving cultural and racial equity and inclusion for all residents require that arts, culture, and creativity are embedded into City policy, practice, and priorities across sectors. The program-serves as a model for arts-based, cross-sector projects and community engagement with City Departments to support equity across all domains of civic life. Rooted in civic and social practice art, this iterative program will evolve each year, incorporating new insights, learnings, and approaches.

### **C. Budget**

The funds available for the Liaison position are \$13,000. At a pay rate of \$24/hour, the Liaison can work up to 10.4 hours a week for the 52-week placement. The successful applicant shall be expected to honor the hourly rates identified in their proposal for the duration of the 12-month assignment.

## **II. PAIR Liaison Position Description**

Work an average of 10 hours a week supporting the PAIR pilot by:

1. Holding a weekly meeting with the Artist and a weekly meeting with the Artist and DPW placement contact in order to manage relationships and catalyze the project. Hold other meetings between Artist, stakeholders and community as necessary.
2. Helping the Artist navigate city government, become embedded in DPW and understand City protocols.
3. Prepare and coach the host department on artist-driven solutions and the artistic process. Encourage risk taking for creative solutions.
4. Focus on equity and strong outcomes – prepare evaluation of program in final month.

The PAIR Liaison's responsibilities will be broken into the following phases:

#### **Phase 1 – Research and department familiarization (3 month)**

Support the Artist in embedding within DPW and familiarizing with the status of Reckless Driving in the city of Milwaukee.

#### **Phase 2 - Prototyping project and field testing (3 months)**

Support the Artist in building relationships with DPW, Milwaukee residents and other stakeholders.

#### **Phase 3 – Project implementation (5 months)**

Support the artist in navigating project implementation including Public Art permitting and best practices.

#### **Phase 4 – Program evaluation (1 month)**

Develop an evaluation plan that will document the process, approach, and lessons learned, and a final report that will contribute to improving City practices and responsiveness.

## **III. Placement Overview**

- A. Schedule** –The target date for the completion of the temporary PAIR Liaison position is September 30, 2023. This does not preclude the negotiation for an extension of time for the position depending on need of the PAIR program and available funding

- B. Coordination** –DCD’s MAB Staff will coordinate the assignment of this project. For the purpose of efficiency, DCD requires that the chosen PAIR Liaison be accessible to DCD staff on a regular and as needed basis. The PAIR Liaison and DCD will establish a regular communication format through which DCD can be kept current on progress of assigned tasks.
- C. Documents** – The PAIR Liaison shall produce documents and attend meetings as noted under the position responsibilities. DCD will have access to, and maintain ownership of, all documents and information stored on a computer of the PAIR Liaison. The PAIR Liaison should check with DCD prior to destroying any information stored on a computer or computer disk.

#### **IV. Submission Requirements and Selection Procedures**

##### **A. Qualifications Package Contents**

Individuals responding to this RFQ must provide the following information in their qualifications package.

###### **1. Title Page**

The title page should include – “Request for Qualifications **57966, PAIR Liaison position for the City of Milwaukee Public Artist in Residency Pilot**, and the name of the applicant, address, telephone number, e-mail address, and date.

###### **2. Resume/CV (2 pages maximum)**

###### **3. Statement of Qualifications and Interest.** This Statement should be no more than 2 pages. Please respond to the following:

- a. Briefly describe why this project interests you;
- b. Briefly describe your artistic knowledge and experience, your experience working with the community and your experience working with municipal or other levels of government;
- c. What is your experience managing budgets of similar scale or working within similar time constraints?

###### **4. Two (2) Professional References.**

##### **B. Selection of Liaison**

A PAIR Liaison will be selected after an open call and selection process. Successful applicants will have demonstrated experience working in the public realm and will have a strong history of working as an artist or with artists.

After DCD Staff screens qualifications packages for completeness; the evaluation committee will evaluate qualifications packages and assign points to each qualifications packages based on the criteria in the following section.

##### **C. Evaluation Criteria**

Past experience with artistic and governmental process is preferred.

Evaluation Criteria	Maximum Points
1. Experience working with municipal government, private sector or nonprofit organizations	25 points
2. Experience managing relationships and working collaboratively with communities	25 points
3. Experience working with artists	25 points
4. Experience managing budgets of similar scale or working within similar time constraints	25 points

**D. Submission Deadline**

All questions and communication regarding this RFQ process should be submitted in writing to Scott Stange at [sstang@milwaukee.gov](mailto:sstang@milwaukee.gov). Questions must be sent in writing no later than **August 12, 2022 by 5:00 p.m. CST**. Questions initiated after **August 12, 2022** will not be considered. Any additional information, clarification and answers to the questions submitted by the deadline date will be posted on the Internet on the website referred to below in the form of an addendum to this RFQ by **August 15, 2022**: <http://city.milwaukee.gov/DCD/RFQs>

Applicants will be responsible for keeping abreast of the addenda as they are posted. All such addenda shall become a part of the RFQ whether or not received.

- **Effective immediately, all DCD RFQ's should be submitted electronically to:**

[DCDPurchasing@milwaukee.gov](mailto:DCDPurchasing@milwaukee.gov)

- **Qualifications Packages are due August 22, 2022, 11:00 am CST.**
- The qualifications packages must be submitted electronically. **Late submissions will not be accepted.**
- Submissions are to clearly indicate in the subject line of the email submission: **Official Notice 57966 – Liaison for the City of Milwaukee Public Artist in Residency Pilot**

DCD cannot and does not guarantee that emailed qualifications packages are received. Emailed qualifications packages must be received in their entirety before the bid closing time.

\*\*Please note, the size of one email cannot exceed 50MB

## **V. General DCD RFQ Requirements**

### **1. Interpretations of RFQ**

Any requests for interpretation should be submitted in writing to Scott Stange, Procurement and Compliance Manager, Department of City Development, by email to [sstang@milwaukee.gov](mailto:sstang@milwaukee.gov). No oral interpretations will be made as to the meaning of the RFQ requirements. All interpretations will be posted and answered on the Internet. You will be responsible for keeping abreast of the addenda as they come in. All such addenda shall become a part of the RFQ.

### **2. Receipt of Qualifications packages**

Qualifications packages received prior to the time of opening will be secure. The officer whose duty it is to open them will decide when the specified time has arrived, and no qualifications package received thereafter will be considered. No responsibility will be attached to an officer for the premature opening of a qualifications package not properly addressed and identified.

Please allow ample time for transmittal of qualifications packages by email.

DCD will evaluate qualifications packages. All qualifications packages will be evaluated against the evaluation factors stated in this RFQ. DCD may invite the highest ranked individual(s) to participate in an interview. If one or more interviews are to be scheduled, an e-mail will be sent to the individual(s) that is/are selected to participate, and this/these individual(s) may be asked to provide more specific written information about their qualifications.

### **3. Miscellaneous**

The DCD reserves the right to waive informalities in any qualifications packages, reject any or all qualifications packages in whole or in part, with or without cause, and to accept that qualifications package which in its judgment best meets its needs.

### **4. Wisconsin Public Records Law**

Both parties understand that the City of Milwaukee is bound by the Wisconsin Public Records Law, and as such, all of the terms of this RFQ are subject to and conditioned on the provisions of Wis. Stat. 19.21, *et seq.*

**ATTACHMENT A**

**DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION**

Material submitted in response to DCD's Request for Qualifications No. 57966 includes proprietary and confidential information that qualifies as a trade secret, as provided in Wis. Stats. §§ 19.36(5) & 134.90, or is otherwise material that can be kept confidential under the Wisconsin Public Records Law. As such, the applicant asks that certain pages, as indicated below, of this qualifications package be treated as confidential material and not released, to the extent allowed by Wisconsin law. Therefore, I am providing the following information with the express understanding that it is being submitted to DCD under a pledge of confidentiality. I would not have submitted this information had DCD not pledged to keep it confidential\* and request that the following pages not be released:

<u>Section</u>	<u>Page</u>	<u>Topic</u>

\*NOTE: Applicants are cautioned that the ENTIRE QUALIFICATIONS PACKAGE WILL NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY. PLEASE LIMIT DESIGNATIONS OF CONFIDENTIALITY ONLY TO PROPRIETARY OR TRADE SECRET INFORMATION, OR OTHER LIMITED INFORMATION THAT YOU PROVIDE ONLY UPON RECEIPT OF A PLEDGE OF CONFIDENTIALITY

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this designation in the qualifications package response may mean that all information provided, as part of the qualifications package response will be open to examination and copying.

Signature (Authorized Representative)	Telephone Number
Name (Please Print)	Company Name
Title	Date

NOTE: DCD, as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential.

DCD will notify any applicant if a determination is made that the requested information cannot be kept confidential.

PROPRIETARY INFORMATION: Proprietary information submitted in response to this request for qualifications package will be handled in accordance with applicable DCD procurement regulations. An applicant responding to this qualifications package should not include any proprietary information as part of its qualifications package unless the applicant 1) designates the specific information that it maintains is proprietary and the reason(s) for such designation in a separate document to DCD, Purchasing/Contract Services Division and 2) identifies the specific information when it occurs within the qualifications package.

DCD's preference is for the applicant to segregate all information designated as confidential into one section of the Request for Qualifications package and/or a separate document for easier removal to maintain its confidential status. The response to the qualifications package should indicate which portion of the requested information is confidential and where this information is located within the response, i.e. under separate cover, in confidential Section No. \_\_\_\_\_, etc. Data contained in the qualifications package and all documentation becomes the property of the DCD, Purchasing Division.