Request for Qualifications (RFQ)
For Temporary Climate Change Public Engagement Art and Programming

SUMMARY
The City of Edmonds seeks professional assistance to engage our community about the risks posed by climate change and to serve as a focal point for the City’s Climate Champions Series. The proposed public engagement art project should be an interactive installation that highlights the extent of forecasted sea level rise in Edmonds.

The Climate Champions Series will be a 3-week public engagement campaign challenging our community to change behaviors that contribute to the greenhouse gas pollution causing climate change. Participants will be challenged to make a change, then given an opportunity to join with others to learn more, and finally asked to reflect on their attempts and the hurdles to change. The 3-week series will follow the kickoff event where the interactive art project will be revealed/rolled out.

To be considered for this project, applicants must submit qualifications by **4:00pm on September 15, 2023**.

BACKGROUND
Edmonds is a city of about 43,000 people located in southwestern Snohomish County, immediately abutting King County and fronting Puget Sound. As Washington’s first municipality with a State certified Creative District, Edmonds aims to continue to expand its commitments to the arts and culture throughout the city. The City recently updated its [Climate Action Plan](#), which Council adopted by resolution in March 2023.

While this installation would be downtown on the waterfront, it should represent and include all of Edmonds because the waterfront is something the whole community enjoys. Furthermore, the public should be able to contribute to the installation and/or and its narrative. The piece will highlight the threats of sea level rise Edmonds faces.
**BUDGET**

The budget for this project is $15,000.

**KEY TASKS**

Key tasks for the selected artist/team include:

- **a)** Review of the [Climate Action Plan](#), especially Sections 1, 4, and 7, and the Equitable Engagement Framework.
- **b)** Review of the [UW’s Interactive Sea Level Rise Data Visualizations](#) and [NOAA’s Sea Level Rise Viewer](#).
- **c)** Develop preliminary concepts for a temporary interactive public art installation, including selecting an appropriate City-owned site that aligns with the above forecasts. Review with City staff to refine the final project.
- **d)** Outline a community engagement plan associated with the art concept that emphasizes the participatory element(s). This includes ideas around how to broaden participation and to generate excitement. The goal is to capture interest in and beyond Edmonds with effective messaging about how personal behavior change can mitigate sea level rise.
- **e)** Summarize the art installation and associated public engagement at the end of the project.
- **f)** Work with staff to integrate art concept and engagement into 3-week Climate Champion Challenge.

**TIMELINE**

The project is expected to begin in late September 2023, upon execution of a contract. Early design concepts are anticipated for discussion with the selection committee by the end of September with the public event planned in early October. The contract is anticipated to be completed at end of October.

**CITY RESOURCES**

City staff will be available to facilitate any necessary permitting for the installation or programming. The City will contribute its expertise, relevant documents, and historical knowledge about the issues to be addressed, as well as promotion of the program. A small City team, with input as needed from several departments, will provide information, support, and guidance for the project. The City will plan a launch and unveiling event.

**QUALIFICATIONS**

The ideal artist or team for this project will have a proven record of art installations in the public realm and effective public engagement on social issues via art. Prior experience in working with small to mid-size cities will be useful. The artist/team may include subconsultants that provide specific assistance.
CRITERIA

The City will use the following criteria in evaluating qualifications:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participatory public art design</td>
<td>0-30</td>
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<tr>
<td>Emphasis on at-risk populations and youth</td>
<td>0-15</td>
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<tr>
<td>Public contribution or interaction with narrative</td>
<td>0-10</td>
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<tr>
<td>Consideration of marine environment</td>
<td>0-5</td>
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<tr>
<td>Clarity and responsiveness to City’s RFQ</td>
<td>0-15</td>
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<tr>
<td>Team’s public engagement experience/expertise</td>
<td>0-15</td>
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<td>Team’s social equity experience/expertise</td>
<td>0-15</td>
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<tr>
<td>Team’s climate issues experience/expertise</td>
<td>0-15</td>
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<tr>
<td>Experience working with similar communities</td>
<td>0-5</td>
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<tr>
<td>References and past performance</td>
<td>0-5</td>
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<tr>
<td><strong>MAXIMUM POINTS</strong></td>
<td><strong>100</strong></td>
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SUBMITTALS

**Submittal Information**

One electronic copy of the qualifications shall be submitted via email to devserv.admin@edmondswa.gov with the subject “Climate Champions RFQ”, or via a flash drive delivered to the City of Edmonds, Development Services Administrative Assistant, 121 5th Ave. N, Edmonds, WA 98020-3145. The deadline for this project is **September 15, 2023, by 4:00 PM**.

Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of qualifications. Submissions should be limited to the equivalent of 10 pages total, including a cover letter. (Exception: The applicant may include excerpts or links from past work that is not subject to the equivalent of 10 pages total.) The following format and content shall be used:

A. **Cover letter/executive summary** (max. 2 pages): Show the address, email, and telephone number of the respondent’s office from which the project will be managed. Summarize key information you want the City to know about your qualifications or approach and your interest in the project.

B. **Qualifications**:

   i. **Description of project team**: Identify the proposed role/responsibilities for each member of your team and their experience/expertise related to this project.

   ii. **Approach**: Describe your approach to this project and key factors, including timeline and removal, to be considered.
iii. **Artwork Examples:** Up to five (5) images of artist’s previous work in .jpeg, .png, or .pdf format, labeled with name of work, location and date completed. Temporary art installations may be included.

**References/Past Performance:** Provide reference information for at least two (2) projects with similarities to this project, in which the respondent participated. For each reference, include the project name, approximate date of involvement, services your firm provided on the project, and the reference’s contact name and phone number. City staff may contact references during the selection process. (Note: You may provide links or examples from past projects, and they do not count in the total 10 pages submitted. However, such information is entirely optional.)

**SELECTION PROCESS**
The submitted qualifications are the basis from which interested artists/teams will be selected. At the City’s option, following the evaluation of the submissions received, selected applicants may be invited to make oral presentations before the City’s evaluation panel. The City’s representative will provide additional details outlining the preferred content of the presentation to each firm or team that is invited to participate. Upon completion of the evaluation, the City will determine the most qualified artist/team based on all materials and information presented.

**FINAL SCOPE OF WORK**
The final scope of work will be developed with the top candidate for this project as part of a professional services agreement.

**QUESTIONS AND UPDATES**
Any questions must be submitted by email to the City’s administrative specialist for this project at: devserv.admin@edmondswa.gov, the same email address as above. Substantive responses to questions will be available to all interested parties. Any updates to the RFP will be posted on the City website: https://www.edmondswa.gov/doing_business/bids_rfp_s_and_rfq_s.

**REMINDERS**
**General**
Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive material irregularities contained in the qualifications. The City reserves the right to reject any and all submissions at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Artists/teams eliminated from further consideration will be notified electronically by the City as soon as practical.
Americans with Disabilities Act (ADA) Information
The City of Edmonds 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 of its programs and activities. This material can be made available in an alternate format by emailing devserv.admin@edmondswa.gov or by calling (425)771-0220.

Title VI Statement
The City of Edmonds, 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.