Open Call for
Art on the Atlanta BeltLine 2020-2021
Exhibition Support Positions

2020-2021
Art on the
Atlanta BeltLine
Open Call for
Exhibition Support Positions

Exhibition Foreman
Exhibition Conservator
Exhibition Documentarian (Photography and Videography)
Family Paint Day Facilitator

All submittals must be received by 5:00 pm EST
on Friday, April 24, 2020

Please submit all Request for Qualification ("RFQ") submittals to:

Atlanta BeltLine, Inc. ("ABI")
Attn: Subrena Clark, Procurement Manager
100 Peachtree Street NW | Suite 2300 | Atlanta, GA 30303
or
Upload qualification submittals to:
https://arcg.is/1rbuzL0

Please address all questions/inquiries to sclark@atlbeltline.org by
Monday, April 13, 2020, 3:00 PM EST

Post Date: Wednesday, February 26, 2020
www.art.beltline.org
https://beltline.org/procurement/#solicitations
Art on the Atlanta BeltLine ("AoAB") is seeking qualified Exhibition Support Positions ("Support Position(s)") to apply for our 2020 exhibition season in the areas of:

- Exhibition Foreman
- Exhibition Conservator
- Exhibition Documentation (Photography and Videography)
- Family Paint Day Facilitator

The aforementioned support positions will support the 2020 – 2021 exhibition for the Art on the Atlanta BeltLine. The selected artists for the 2020-2021 year will consider historic, environmental, cultural, functional, urban design, and/or aesthetic aspects of the Atlanta BeltLine in their submittal. Artist projects will be well-researched, well-planned, and feasible. Although not limited to the following examples, potential artist projects might include all or some of the following:

- Temporary art, sculptural or visual installations;
- Gateway or entrance works;
- Performance works of all kinds, including but not limited to street and traveling performers, parade, music, dance, theater, and performance art;
- Utilization of fences or screening devices;
- Loan of existing artwork, such as sculptures or assemblages;
- Murals;
- Environmental works;
- School or class projects;
- Historical or didactic works;
- Projects that promote exploration of Atlanta BeltLine trails;
- Organizational collaborations
- Work that is reflective of the culture and history of Beltline neighborhoods, amplify local history, and elevates voices and narratives that have historically been marginalized.

Artist materials shall be durable, requiring minimal maintenance in an outdoor setting. All works must be designed to be safely removed at the end of the designated exhibition period or disintegrate safely into the environment. All construction, installation, and de-installation methods must be adequate and safe for public interaction. Projects must last throughout the exhibition period; however, some performance works or ephemeral works could be scheduled to occur periodically throughout the timeframe. All works and performances must be suitable for all ages and audiences.
**PROJECT HISTORY**
The Atlanta BeltLine is an emerging system of parks, trails, transit and economic development that reclaims mostly abandoned rail corridors. With an emphasis on public spaces, improved transportation, cultural amenities and revitalizing neighborhoods, it has the potential to redefine the city and make it a better place to live, work and play. Find additional information about the Atlanta BeltLine, Inc. please view www.beltline.org.

** All information contained herein will be in a PDF format for the purposes of automated translation into Google supported languages, as well as ASL and braille. Video translations will be available online. If you or someone you know requires an unlisted language, please contact Miranda Kyle at mkyle@atlbeltline.org as it may be possible to have it created.

**Support Positions may be required to support one or all of the projects listed below:**

- **BeltLine Walls Volume 2 (Murals)** – Artists will work side-by-side on their walls for the duration of the two weeks, culminating in a grand reveal and community celebration at the end of the festival. Please see the submission guidelines page for more details.

- **BeltLine Flow (Performance Series)** – Artists are invited to submit proposals to perform along the Atlanta BeltLine corridor throughout the timeframe of the exhibition. These performances are not limited in number of times the performances may occur, nor are they subject to any specific dates on which performances must occur. These performances are designed to act as pop-up style events to creatively activate and celebrate the corridor in many locations. These events are “acoustic” in nature, self-sustaining and do not require outside power sources, a sound engineer or technical support. Please see the submission guidelines page for more details.

- **BeltLine Spaces (Sculpture Exhibition)** AoAB is looking for innovative concepts, a sense of wonder, and a consideration of scale. Concrete pads are limited, so when considering how to anchor sculptures, there is an expectation for design alternatives like stakes or sonos. Drilling into bridges is prohibited. Any lit work must be self-powered. Please see the submission guidelines page for more details.

- **BeltLine After Dark (Festival)** – Artists will activate the Atlanta BeltLine Westside Trail and welcome the autumn season. Gordon-White Park, Washington Park, and the Atlanta BeltLine space in Historic Ashview Heights will be hosting events concurrently. This festival is hosted during the weekend of TBD.

- **Special Projects** – Atlanta arts and culture organizations are invited to submit proposals that use the Atlanta BeltLine to show their work/project, host a pop-up event, or any other exciting ideas. Special Projects may also be works that do not require funding from ABI.

- **Art on the Atlanta BeltLine Residency Program** – The AoAB Residency Program seeks to empower and provide a platform to three outstanding Atlantans over the course of our yearlong exhibition.
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O **Scholar-In-Residence** – The scholar-in-residence will have access to ABI archives and staff to facilitate the creation of an academic essay to be peer-reviewed and published, and a public presentation on their findings while in residency.

O **Curator-in-Residence** – The curator-in-residence will work with ABI staff to develop, engage around, publicize and execute a public art exhibition of their own design. Exhibition may be in any medium. Resident will learn about all the logistical processes of curating art in the public realm, communicating with communities, and technical problem solving.

O **Artist-in-Residence** – The artist-in-residence will work with ABI staff to develop, engage around, publicize and execute a body of work for exhibition on the Atlanta BeltLine. Work may be in any medium.

**SUPPORT POSITIONS REQUIREMENTS:**

The qualified respondents shall have experience and capability to perform any or all of the following type of work described below.

The qualified respondents will possess a proven record and have demonstrated abilities in the position(s) listed below:

**Exhibition Foreman** – This person will be responsible for overseeing the installation and deinstallation of the AoAB sculpture exhibition, wall prep for murals, ordering and receiving heavy equipment, and coordinating with ABI project manager on the execution of the various programmatic elements of the AoAB exhibition.

Duties may include but are not limited to:

- Arial platform operation
- Forklift driving and other heavy machinery operations
- Scaffold rigging
- Technical direction during performances and festivals
- Installation and de-installation of sculptures
- Procuring additional resources like sound and lighting engineers for performances, power washing services, concrete or granite services, etc.

**Exhibition Conservator** – This person or team will work with the ABI project manager and the Exhibition Foreman to identify any artwork commissioned by ABI that needs repair, restoration, or re-evaluation.

Duties may include but are not limited to:

- Restoration of metal sculptures
- Restoration of murals
- Documenting damage and repairs
Exhibition Documentarian – Qualified applicants are invited to apply for this position. Must have experience photographing/creating video content for and of fine art, events, and concerts. There is no guarantee of the image strategy or number of photo opportunities at this time. Duties may include but are not limited to:

- Capture photos/videos of events and activities as needed
- Capture photo/videos of various images as needed
- Edit and enhance photos as needed
- Meet periodically to strategize regarding future marketing and photographic needs
- Deliver files to ABI as full resolution JPEGS unless otherwise requested
- Provide raw files as requested by ABI
- Maintain flexible availability
- Coordinate with staff to scope and track projects as needed

Family Paint Day (“FPD”) Facilitator – Arts and/or arts organizations are invited to submit their qualifications to facilitate our quarterly Family Paint Day events. The Family Paint Day Facilitator will be responsible for:

- Coordinating with ABI staff to secure locations for the FPD events
- Design the mural(s) that the community will paint in during the events
- Provide FPD designs to ABI for review
- Purchase the paint and supplies for the FPD events
- Be onsite during the event to instruct community members on the process of filling in the design

**SUBMISSION GUIDELINES**

All qualifications must be received by 5:00 pm EST on Friday, April 24, 2020 in PDF Format. Submittals received after the deadline will not be considered.

If you would like to submit your documents electronically you may either:

A) Go to [www.art.beltline.org](http://www.art.beltline.org) or [https://beltline.org/procurement/#solicitations](https://beltline.org/procurement/#solicitations). Follow the link to fill out the form and upload your submission in PDF format; or

B) Submit your documents by U.S. mail or walk-in. Please submit a USB drive containing your materials or a hardcopy version on 8 ½ x 11 paper. USB drive and hard copy materials will not be returned.

Please address all U.S. Mail or Walk – in submissions to:
Art on the Atlanta BeltLine | Attn: Subrena Clark, Procurement Manager
Atlanta BeltLine, Inc.
100 Peachtree St. NW | Suite 2300 | Atlanta, GA 30303

Support Positions art.beltline.org
Please address all questions/inquiries to sclark@atlbeltline.org by Monday, April 13, 2020, 3 PM EST.

SUPPORT POSITIONS QUALIFICATIONS AND REQUIREMENTS:

All support position submissions listed herein shall include the following:

All submittals must be clear, succinct, 12-point font, and not exceed the page limits listed for each item, organized as separate sections of the submittal. All submittals will be evaluated on the completeness and quality of the content. Only those submittals that provide complete information, as listed below, will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

1. **Cover letter** (one page minimum) to include name of the RFQ, specify qualified Support Position(s) sought, years of experience including the person or group of individuals submitting qualifications, primary specialties of the respondent(s), the primary contact and the name of person(s) authorized to sign any contract that may result from this RFQ, contact person’s name, mailing address, email, phone, and fax;

2. **Name of principal or firm**, if responding on behalf of a business entity, telephone number, email, URLs, social media accounts, and email;

3. **Profile(s)** of respondent(s) including number of employees, location, and relevant experience working on similar projects;

4. **Key personnel** that will be assigned to the project. Resume of relevant work experience according to the selected area of participation for Support Position(s);

5. **Contact information for all** individuals who wish to be considered for any Support Position including name, address, telephone, email address, and sub-contractors; all such individuals will be subject to E-Verify registration;

6. **Proof of liability insurance** in accordance with ABI insurance requirements (reference insurance section herein);

7. Provide appropriate **Georgia business certificates** based on structure of business (Georgia Secretary of State Certificate of Existence, Business License, Driver’s License, and FEIN)

8. Disadvantaged Business Enterprise (DBE) **certification**, if applicable;

9. Three **references**;

10. **Sample of work**, if applicable;

11. All **required submission forms** submitted based on requirements of this RFQ.
SUBMISSION/RESPONSE FORMS

Submittal Forms: Please legibly print and sign to complete the following forms. Some forms may require notary attestation. Additional forms and/or requirements may be necessary for contract execution. To view and download the Exhibits, please click [https://beltline.org/procurement/#solicitations](https://beltline.org/procurement/#solicitations).

- *(Exhibit A)* Insurance Requirements - viewed
- *(Exhibit B)* Ex Parte Communication - viewed
- *(Exhibit C)* ABI Disadvantaged Business Enterprise DBE Program - viewed
- *(Exhibit D)* S.A.V.E. affidavit under O.C.G.A §50-36-1(e)(2) Atlanta Beltline, Inc. Affidavit - completed and included with submittal
- *(Exhibit E)* Subcontractor Affidavit under O.C.G.A. § 13-10-91 – if applies, completed and included with submittal
- *(Exhibit F)* Disadvantaged Business Enterprise (DBE) Utilization Plan – if applies, include with submittal
- *(Exhibit G)* Sample agreement(s) - viewed

Please download all submission forms above with the all required support position qualifications and requirements. Compile and include all documents in one single pdf format for submission at [https://arcg.is/1rbuzL0](https://arcg.is/1rbuzL0).

*Your submittal will be rejected if it does not adhere to these requirements.*

TIMELINE

Call for exhibition support positions request for qualifications deadline:

5:00 pm EST on Friday, April 24, 2020

* Information Sessions:

March 18th, 2020 @ Peters Street Station, Time 6:30-8pm
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March 21st, 2020 @ Atlanta BeltLine, Inc Offices, Time: 10am-12pm
April 8th, 2020 @ Time: 6:30-8pm
April 18th, 2020 @ Atlanta BeltLine, Inc. Offices, Time: 10am-12pm
April 22nd, 2020 @ Time: 6:30-8pm
March-April 2020@ Local NPU Meetings

*Location(s) Addresses below
* Please check the Atlanta BeltLine website at https://beltline.org/procurement/#solicitations for information sessions updates (i.e. times, dates, locations)

Deadline for submissions: 5:00 pm, EST Friday, EST on Friday, April 24, 2020

Panel review: Week of May 11th, 2020
Accepted entries notified: Monday, May 17th, 2020
Artist orientations and contract signing: Week of May 25th, 2020
Installation period: Begins July 2020
Exhibition opens: July 2020
Lantern Parade: September 26th, 2020
INFORMATION SESSIONS
To provide additional information and answer any additional questions about the proposals, information sessions will be hosted at several locations, including:

Dates and location:

**Date: Wednesday, March 18th, 2020**
Time: 6:30-8pm,
Location: Peters Street Station
333 Peters St SW, Atlanta, GA 30313

**Date: Saturday, March 21st, 2020**
Time: 10am-12pm
Location: Atlanta BeltLine, Inc. Office (Downtown)
100 Peachtree Street. NW, Suite 2300, Atlanta, Georgia 30303
(in the former Equitable Building, now Georgia’s Own Credit Union building)
*Note: We are easily accessed by MARTA using either Five Points or Peachtree Center Stations. There are pay lots available near the building for those who are driving. See GPS input below.
The parking lot nearest Atlanta BeltLine, Inc.’s office is located on Forsyth Street. The parking deck is accessible from Fairlie Street, between Williams Street and Luckie Street. In your GPS, use 124 Fairlie Street NW, Atlanta, 30303

**Date: Wednesday, April 8th, 2020**
Time: 6:30-8pm
Location: TBD-Check website for location updates at
https://beltline.org/procurement/#solicitations

**Date: Saturday, April 18th, 2020**
Time: 10am-12pm
Location: Atlanta BeltLine, Inc. Office (Downtown)
100 Peachtree Street. NW, Suite 2300, Atlanta, Georgia 30303

**Date: Wednesday, April 22nd, 2020**
Time: 6:30-8pm
Location: TBD-Check website for location update at
https://beltline.org/procurement/#solicitations

**Time TBD April, 2020**
Location: Location: Kai Lin Art (Westside)
999 Brady Avenue NW #7, Atlanta, Georgia 30318

Online – A video session will be available on ABI’s website (www.art.beltline.org).
EVALUATION CRITERIA:

All submittals will be evaluated on the completeness and quality of the content. Only those submittals that provide complete information, as required, will be considered for evaluation. The Evaluation Committee will generate a short list of submittals for evaluation.

Each submittal submitted will be evaluated on the following criteria using a numeric system:

- Cover Letter – 25 Points
- Respondent description – 25 Points
- Proven qualifications and experience based on project(s) of similar scope – 20 Points
- Demonstrated experience and support competence of the Support Position(s) relative to the task requirements – 15 Points
- Capacity of the Support Positions identified to provide the full range of skills needed for this project – 15 Points

TERMS AND CONDITIONS:

By submitting qualifications, the respondent (person or persons submitting qualifications) is accepting the following Terms and Conditions, and these terms and conditions shall form the basis of any contract awarded as a result of the publication of this RFQ:

1. Respondent shall hold harmless ABI, Invest Atlanta, and the City of Atlanta against claims, judgments or liabilities to which they may be subject as a result of any breach of contract, negligence, or intentional act of respondent to the extent such claim, judgment, liability was caused by respondent;
2. Respondent agrees that its status shall be that of an independent contractor, and neither it nor any of its employees or subcontractors is or shall be an agent, servant or employee of ABI, Invest Atlanta, or the City of Atlanta;
3. Respondent agrees that ABI shall be permitted to use and reproduce images, videos, and recordings, including music, of the selected projects for promotional purposes;
4. All submissions become the property of ABI; and that respondent will sign any document necessary to reflect such permission for use and reproduction;
5. Respondent shall submit a Federal Form W-9 for tax payer identification number and certification, along with other required documents; and
6. Respondent shall provide evidence of participation in a federal work authorization program, as required by O.C.G.A. §13-10-91 and completion of a S.A.V.E. Program Affidavit in compliance with O.C.G.A. §50-36-1 (e) (2).
PROTESTS:

Any protest of the RFQ solicitation documents or process shall be submitted for resolution to:

Atlanta BeltLine, Inc.
Procurement Officer
100 Peachtree Street NW, Suite 2300
Atlanta, GA 30303.

Such protest shall be in writing and shall be supported by the information necessary to enable the protest to be considered. A protest will not be considered if it is insufficiently supported or it is not received within the time limits specified herein. A protest based upon terms, conditions, or form of a proposed procurement action shall be submitted so that it is received by ABI no later than five (5) calendar days following notification of the action by ABI. A written final determination on any protest will be rendered by ABI and will be provided to the protester as soon as practicable.

ABI reserves the right to cancel any and all solicitations and to accept or reject, in whole or part, any and all bids when it is for good cause and/or in the best interest of ABI, or if any or all bidders are considered non-responsive/non-responsible, or if funding for the project is not made available. The procurement process may be revised at any time during the solicitation, evaluation, selection and negotiation phases leading up to an executed contract. ABI will not be responsible for any cost of the bidder associated with the preparation of its bid.

Equity and Inclusion

The Atlanta BeltLine’s equity and inclusion vision is that: All legacy residents, new residents, and business owners – regardless of age, gender, race and ethnicity, ability, or income – benefit and prosper from the economic growth and activity associated with the Atlanta BeltLine. This vision is consistent with the Atlanta BeltLine’s overall vision and is guided by an understanding that inequities undermine the city’s collective prosperity and threaten the region’s ability to remain globally competitive. We must also acknowledge that everyone is situated differently and the relationship between place and race in Atlanta is glaring. The prosperity of the region and the success of the Atlanta BeltLine depends on every person having a fair chance to fulfill their human potential and thrive.

The Atlanta BeltLine is beginning its journey towards equity and inclusion. Our success depends on creating and preserving affordability; reducing residential, commercial and cultural displacement; reducing racial and economic disparities; promoting transit and connectivity; empowering BeltLine communities for the future; and ultimately improving the overall quality of life for all BeltLine residents.