

Arts Council of Alachua County

February 3, 2025

5:30 pm

County Administration Building - Grace Knight Conference Room

12 SE 1 Street, 2nd Floor, Gainesville, FL 32601

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## Arts Council of Alachua County

Date: December 9, 2024  
Time: 5:30 pm  
Location: County Administration Building - Grace Knight Conference Room  
12 SE 1 Street, 2nd Floor, Gainesville, FL 32601

### 1. **Call to Order**

The meeting was called to order at 5:32 p.m.

Members Present: David Morris, Queenchiku Ngozi, David Ruiz, Stephanie Silberman (Chair)

Members Absent: Carl Davis, Amy Koester (Vice Chair), Amy Koester (Vice Chair), and Felicia Walton

### 2. **Welcome & Introduction of New Members - Carl Davis, Dave Morris, and Felicia Walton**

Dave Morris was welcomed and introduced himself.

### 3. **Approval of the Agenda**

David Ruiz made a motion to approve the agenda as presented; David Morris second; unanimous approval; motion carried.

### 4. **Approval of Minutes**

Davis Ruiz made a motion to approve the Nov. 6 minutes as presented; Davis Morris second; unanimous approval; motion carried.

### 5. **Annual Work Plan and Accomplishments**

Queenchiku Ngozi made a motion to approve the Annual Work Plan and Accomplishments as presented; Davis Ruiz second; unanimous approval; motion carried.

### 6. **4th Annual Artists Conference Discussion**

Four presentation submittals have been received to date. The deadline is Jan. 31.

### 7. **Call-to-Artist Update**

### **7.1 Animal Shelter**

The Call to Artist will be developed once the department finalizes the desired art medium.

### **7.2 Armory**

The Call to Artist will be developed once the department finalizes the desired art medium.

### **7.3 Court Complex**

The Call to Artist has been advertised. The deadline was extended as we only received one submittal by the Dec. 4 deadline.

### **7.4 EPD Conservation Lands Building**

The Call to Artist has been postponed as the project design hasn't been finalized, which may affect the budget.

### **7.5 Fire Station 21 Bronze Sculpture**

The dimensions for the pedestal base have been sent to the architect so it can be constructed.

### **7.6 Fire Training**

The artists sketches will be shared with the County Commission for final selection at their January 14 meeting.

### **7.7 Parking Garage**

The architect will provide the location and optimal size for a mural(s), which will be used for the DRAFT Call to Artists once received.

### **7.8 Pleasant Street**

The consensus from several months ago was to table this item until the dispute with the City and local artist was resolved. The City reached out to the artist months ago, but he never responded. The City has requested this project be reconsidered. The consensus was to proceed.

### **7.9 Poet Laureate**

The Arts Council reviewed the prior Call to Artists and recommended several changes, which will be included for review at the February 3 meeting. It was also suggested that links for future Call to Artists be added to the Arts Council web page.

**8. Public Comment**

Mr. Morris asked if the Council has taken a position on Art and AI. Chair Silberman stated that our Artists Conference offered a session on this topic. The consensus was to discuss this further at our next meeting.

**9. Adjournment**

The meeting was adjourned at 6:31 p.m.



## FOURTH ANNUAL ARTISTS CONFERENCE CALL FOR PRESENTATIONS

*"Where Nature and Culture Meet"*

Friday, April 25, 2025

9:00 am – 3:00 pm

Extension Auditorium

22712 W Newberry Rd, Newberry, FL 32669

Name: Flounder Lee

Agency/Title: Curator/Director, Pennant Place; PhD Candidate, University of Plymouth, UK

Address: 926 NW 21st Ave

City/State/Zip: Gainesville, FL 32609

Daytime Telephone: 317-426-7890

Email: fl@flounderlee.com

Please check one:

30 Minute Presentation

45 Minute Presentation

60 Minute Presentation

Session Title: The making of a more accessible contemporary art space--Pennant Place

Brief Description of Proposed Session (2-3 sentences):

As part of his practice-based PhD project, Flounder has been running an outdoor contemporary art space. Pennant Place has hosted 10 exhibitions so far and is (normally) accessible to the public during daylight hours year round. Pedestrians, bikers, and others can enjoy art without ever setting foot inside a white cube or museum.



## FOURTH ANNUAL ARTISTS CONFERENCE CALL FOR PRESENTATIONS

*"Where Nature and Culture Meet"*

Friday, April 25, 2025

9:00 am – 3:00 pm

Extension Auditorium

22712 W Newberry Rd, Newberry, FL 32669

Name: Jennifer McCloskey

Agency/Title: Disabled Creatives Alliance

Address: 3707 SW 92nd Dr

City/State/Zip: Gainesville, FL, 32608

Daytime Telephone: 3523591364

Email: jenski564@gmail.com

Please check one:

30 Minute Presentation

45 Minute Presentation

60 Minute Presentation

Session Title: Disabled Creatives Alliance Pilot Program: Garden of Self

Brief Description of Proposed Session (2-3 sentences):

For the Arts Council of Alachua County (ACAC), we propose a 30-minute presentation showcasing the Garden of Self project, supported by funding from the Gainesville chapter of the Awesome Foundation. The session will include highlights from the Disabled Creatives Alliance pilot program 3 month research period, insights from global disability-centered wellness research, and a hands-on art activity to inspire creativity. The session will conclude with an overview of the project's methodology and findings, demonstrating its alignment with ACAC's mission to support arts and community wellness.



**FOURTH ANNUAL ARTISTS CONFERENCE  
CALL FOR PRESENTATIONS**

*"Where Nature and Culture Meet"*

Friday, April 25, 2025

9:00 am – 3:00 pm

Extension Auditorium

22712 W Newberry Rd, Newberry, FL 32669

Name: Judy Skinner

Agency/Title: Dance Alive National Ballet

Address: 1325 NW 2 Street

City/State/Zip: Gainesville, FL 32601

Daytime Telephone: 352-371-2986

Email: judy@dancealive.org

Please check one:

30 Minute Presentation

45 Minute Presentation

60 Minute Presentation

Session Title: Khoury Family Center for the Arts - DANB updates

Brief Description of Proposed Session (2-3 sentences):

Update on Center. Potential, benefits & opportunities for community.  
Updates/highlights of 24-25 season and updates 25-26 season.



## FOURTH ANNUAL ARTISTS CONFERENCE CALL FOR PRESENTATIONS

*"Where Nature and Culture Meet"*

Friday, April 25, 2025

9:00 am – 3:00 pm

Extension Auditorium

22712 W Newberry Rd, Newberry, FL 32669

Name: Kim Tanzer

Agency/Title: Artist, architect

Address: 2741 SW 7th Place

City/State/Zip: Gainesville FL 32607

Daytime Telephone: 434-249-9474

Email: kimtanzer09@gmail.com

Please check one:

30 Minute Presentation

45 Minute Presentation

60 Minute Presentation

Session Title: Mapping Alachua County's Arts

Brief Description of Proposed Session (2-3 sentences):

Over the past 75 years Gainesville and Alachua County have served as home and inspiration for artists working in a variety of media and genres. This session, a panel discussion, will tease out prominent themes, with the goal of helping artists and the larger arts community understand our history and connecting threads among artists and their work. The roles of UF, Santa Fe, and non affiliated artists; of media ranging from photography and painting to ceramics and sculpture; of genres such as surrealism, abstraction, landscape, and social commentary; and lineages of proteges and friends are potential topics. I will serve as moderator and invite 3-4 artists/curators/collectors to participate.





## FOURTH ANNUAL ARTISTS CONFERENCE CALL FOR PRESENTATIONS

*"Where Nature and Culture Meet"*

Friday, April 25, 2025

9:00 am – 3:00 pm

Extension Auditorium

22712 W Newberry Rd, Newberry, FL 32669

Name: Leira Cruz Cáliz

Agency/Title: Alachua County BoCC

Address: 12 SE 1st Street

City/State/Zip: Gainesville FL 32601

Daytime Telephone: 3523376268

Email: lcruzcaliz@alachuacounty.us

Please check one:

30 Minute Presentation

45 Minute Presentation

60 Minute Presentation

Session Title: OpenGov: Submit a Call to Artist

Brief Description of Proposed Session (2-3 sentences):

During this hands-on presentation, Procurement will be going over how to submit a response for a Call to Artist in OpenGov. From the release of the CTA, through the questions and answers period, and submitting a final proposal to the County, OpenGov allows the County to create, advertise and evaluate all solicitations. For this presentation, Artists are encouraged to bring their laptops for this experience.



**FOURTH ANNUAL ARTISTS CONFERENCE  
CALL FOR PRESENTATIONS**

*"Where Nature and Culture Meet"*

Friday, April 25, 2025

9:00 am – 3:00 pm

Extension Auditorium

22712 W Newberry Rd, Newberry, FL 32669

Name: Myqueal Lewis

Agency/Title: Queality Productions

Address: 15833 NE 12TH TER

City/State/Zip: Gainesville, FL 32609

Daytime Telephone: (404)307-8381

Email: quealityproductions@gmail.com

Please check one:

30 Minute Presentation

45 Minute Presentation

60 Minute Presentation

Session Title: Queality of Life

Brief Description of Proposed Session (2-3 sentences):

This session would talk about Queality Productions goal to infuse his passion for filmmaking and social work. Myqueal Lewis FAMU Social Graduate and NAACP Award winning director will share how he has been able to spread love and messages through film.

ALACHUA COUNTY  
BOARD OF COUNTY COMMISSIONERS

**PUBLIC ART CALL TO ARTISTS (CTA)**

for a

**Fire and EMS Training Themed Mural for the  
Fire Training Facility**



**Submittal Deadline:**

Any response received after the above submittal deadline will not be considered.

Alachua County Division of Purchasing, 3<sup>rd</sup> Floor  
County Administration Building  
12 SE 1<sup>st</sup> Street  
Gainesville, Florida 32601-6983  
Phone: 352.374.5202 or Fax: 352.491.4569

**Inquiries/Questions: Leira Cruz Caliz**

Alachua County Procurement, 3<sup>rd</sup> Floor  
County Administration Building  
12 SE 1<sup>st</sup> Street  
Gainesville, FL 32601-6983  
Email: [lcruzcaliz@alachuacounty.us](mailto:lcruzcaliz@alachuacounty.us)

**Purpose**

The Alachua County Arts Council (“the Committee”) invites artists or artist teams to respond to this Call to Artists for a Fire and EMS Training Themed Mural for the Fire Training Facility.

**Background**

The mission of the County public arts program is to “enhance the quality of the visual environment in Alachua County, thereby adding to the quality of life and the level of citizen awareness of the importance of aesthetic experience in their everyday lives.”

The mission of Alachua County Fire Rescue is “Public Servants dedicated to enhancing and caring for the lives of those in our community through preparedness and an immediate response to any and all of life's emergencies.”

The mural will be on the exterior West wall (10 feet high x 20 feet tall) of the Fire Training Facility, pictured below, located at 5827 NW 34th Blvd., Gainesville, FL 32653.



**Eligibility**

This call is an open call to all artists who have prior experience with exterior murals.

**Deadline**

Submittals are due Wednesday, xxx, 2024 at 2:00 p.m. and may be mailed or hand delivered to Alachua County Administration Building, Procurement, 12 SE 1 Street, Third Floor, Gainesville, FL 32601-4569.

**Budget**

The budget for this project is \$8,000, which includes, but is not limited to, artists fees, other consultants’ and subcontractors’ fees, insurance conforming to Alachua County Board of County Commissioners standards, engineering, materials fabrication, transportation, installation (including any site modification), and post-installation documentation.

**Scope of Services / Project Details**

The Evaluation Team will consist of interested stakeholders and the Alachua County Arts Council. This art work will be a 10x20 mural. It will be located on an existing concrete wall at the Fire Training Facility.

**Location**

The Fire Training Facility is located at 5827 NW 34th Blvd., Gainesville, FL 32653.

**Submittal/Proposal Requirement**

Please review the score sheet prior to completing the proposal. All information must be provided in order to be considered a complete proposal.

1. A resume which includes your 1) name, address and contact information, 2) credentials, experience and awards 3) name/address and contact information of locations where prior work is on public display.
2. Between 5 and 10 digital photos of your existing mural you have painted. The photos should be of the same mural, both close up and distant, showing details, height and scale of the work.
3. Name and contact information of three references who are prior clients - include the name of the project.

**Selection Process**

The Evaluation Team will review the submittals and recommend the top 2-3 artists to the Board of County Commissioners to be invited to develop a conceptual sketch of the mural. The selected artists will each be paid \$150 for their sketch. Sketches will be due within 30 calendar days of notification. The sketches will then be presented to the Board of County Commissioners for final selection of the artist who will be commissioned to complete the mural. The Commission may also choose to reject all submissions and re-advertise the Call to Artists.

**Requirements and Criterion Evaluation Factors and Points**

Quality of Resume	0-10 points
Artist is an Alachua County Resident	10 point bonus added to total
Likelihood that artist can successfully complete the art with the available funding. Have they finished past projects within budget?	0-15 points
Reference Check (case-by-case basis)	
Describe art installation and maintenance requirements for weather and vandalism.	0-15 points
Artistic quality of submitted materials	0-30 points
Creativity	0-15 points



## FLORIDA DEPARTMENT *of* STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

February 20, 2018

Honorable J. K. "Buddy" Irby  
Clerk of the Circuit Court  
Alachua County  
201 East University Avenue  
Post Office Box 939  
Gainesville, Florida 32602

Attention: Mr. Steve Donahey

Dear Mr. Irby:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your electronic copy of Alachua County Ordinance No. 18-07, which was filed in this office on February 20, 2018.

Sincerely,

Ernest L. Reddick  
Program Administrator

ELR/lb

1  
2 ALACHUA COUNTY  
3 BOARD OF COUNTY COMMISSIONERS  
4  
5  
6

7 **ORDINANCE 18-07**  
8

9 AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF  
10 ALACHUA COUNTY, FLORIDA, AMENDING CHAPTER 29 OF THE  
11 ALACHUA COUNTY CODE OF ORDINANCES; PROVIDING FOR A TITLE  
12 AND PURPOSE; PROVIDING FOR DEFINITIONS; PROVIDING FOR THE  
13 ESTABLISHMENT OF A COUNTY ARTS PROGRAM CITIZEN ADVISORY  
14 COMMITTEE; PROVIDING FOR A SPECIAL REVENUE FUND;  
15 PROVIDING FOR AN ART SELECTION PROCEDURE; PROVIDING FOR  
16 OWNERSHIP AND MAINTENANCE; PROVIDING FOR SEVERABILITY;  
17 PROVIDING FOR MODIFICATION; PROVIDING FOR A REPEALING  
18 CLAUSE; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR  
19 AN EFFECTIVE DATE.  
20

21  
22  
23 WHEREAS, the Board of County Commissioners of Alachua County, Florida (the  
24 Board) has determined that art shall be an integral part of Alachua County, and

25 WHEREAS, the Board designated Alachua County as the official Local Arts Agency of  
26 Alachua County on August 22, 2017; and

27 WHEREAS, it is the intent of the Board to provide for a reasonable and systematic  
28 program for acquisition, commission, installation and maintenance of art in public places;

29 WHEREAS, an Alachua County Public Arts Program is consistent with the goal of  
30 Florida's Comprehensive plan which states "Florida shall increase access to its historical and  
31 cultural resources and programs; and encourage the development of cultural programs of national  
32 excellence"; and

1           WHEREAS, the Board has determined that art, which may include architectural  
2 enhancement and special landscaping treatment, must be planned as an integral part of Alachua  
3 County; and

4           WHEREAS, the mission of the County public arts program is to enhance the quality of  
5 the visual environment in Alachua County, thereby adding to the quality of life and the level of  
6 citizen awareness of the importance of aesthetic experience in their everyday lives; and

7           WHEREAS, the Board has determined that the goals of this program are:

- 8           1. To increase public access to art and the aesthetically designed environments, and  
9           promote understanding and awareness of the visual arts in the public environment;
- 10          2. To contribute to the civic pride, tourism, and economic development of our community;
- 11          3. To enhance the climate for artistic creativity in our community;
- 12          4. To enrich the public environment for both residents and visitors to the area through  
13          incorporation of the visual arts; and
- 14          5. To enhance our community's recognition as a cultural center.

15           **NOW, THEREFORE, BE IT DULY ORDAINED BY THE BOARD OF COUNTY**  
16 **COMMISSIONERS OF ALACHUA COUNTY, AS FOLLOWS:**

17           **SECTION 1.** That Chapter 29, Art in Public Places is amended as follows:

18           **Sec. 29.01. Title; Purpose.** This chapter shall be known and cited as the "Alachua County  
19 Public Arts Ordinance." Art shall be provided for County projects as provided for herein.

20           **Sec. 29.02. Definitions.**

21           The following words, terms, and phrases, when used in this article, shall have the meanings



1 ascribed to them in this section, except where the context clearly indicates a different meaning:

- 2 1. *Architectural enhancement* means the highest application of skill and aesthetic principles  
3 to the physical embellishment of the public areas of a building which may include the  
4 placement of works of art, or specially designed plazas, atriums or other public spaces.
- 5 2. *Art* means the unique product of a skilled artist (or group of artists) who works according  
6 to aesthetic principles and includes, but is not limited to, architectural enhancements,  
7 special landscape treatments, paintings, sculpture, engravings, murals, mobiles,  
8 photographs, drawings and works in fabric. The following shall not be considered works  
9 of art: mechanical or other reproductions, commercially produced items, architectural  
10 rehabilitation or historic preservation.
- 11 3. *Buildings* means County owned permanent structures where County employees work on  
12 a regular basis or that the general public uses. Utility and public works operations  
13 centers, process plants, staging centers, warehouses, etc. that meet the above test are  
14 considered buildings. Additions, improvements or renewal of process equipment and  
15 associated infrastructure at an existing utility or public works site, such as tanks, piping,  
16 controls, boilers, etc. that do not add or expand routinely occupied structures, shall not  
17 be considered buildings or renovation for the purposes of this ordinance.
- 18 4. *Construction budget* means monies budgeted for pre-construction costs, such as planning  
19 and design, engineering, architectural, legal services and permits, as well as construction  
20 costs, to include but not be limited to, site preparation, construction supervision, HVAC,  
21 roofing and other structural or systems costs. Basic repairs or a new roof or HVAC

1 system alone would not be considered renovations and would not qualify under this  
2 ordinance unless there are land acquisition costs, equipment and furniture costs.

3 5. *Major renovation* is defined as projects exceeding \$100,000.00.

4 6. *Project* means the original construction or major renovation of a County building,  
5 facility, park or space.

6 7. *Special landscape treatment* means the highest application of skill and aesthetic  
7 principles to create unique planted or designed areas which may include earthworks,  
8 gardens, paving and water features not normally associated with public facility  
9 landscaping.

10 **Sec. 29.03. Citizen Advisory Committee.**

- 11 1. The County shall establish a Citizens Advisory Committee, via resolution, to serve as the  
12 designated advisory board for the Local Arts Agency and County Public Arts Program.  
13 2. The Citizens Advisory Committee resolution shall establish member qualifications and  
14 the responsibilities of the Committee.

15 **Sec. 29.04. Reserved Sec. 29.05. Art Selection Procedure.**

- 16 1. The Alachua County Public Arts Program Citizens Advisory Committee (“the  
17 Committee”) shall make a recommendation to the Board regarding each project. The  
18 Committee shall provide two alternatives to the recommendation. The Board may make  
19 the final selection from those options presented or any option upon its own motion. The  
20 County Manager or designee shall be responsible for implementation of the Board’s  
21 action.

1        2. The Committee shall consider functional and aesthetic factors, including but not limited  
2        to :

- 3            a. Location. Art may be located in areas where employees work or where the public  
4            congregates.
- 5            b. Preferences of the building's occupants, as represented by a subcommittee of not  
6            more than three persons appointed by the top administrator of the affected agency.
- 7            c. Permanence of the art in light of environmental site conditions.
- 8            d. Maintenance requirements
- 9            e. Likelihood that the artist can successfully complete the art with the available  
10           funding.
- 11           f. Variety of the art already acquired.
- 12           g. Cultural and ethnic diversity of the art already acquired.

13        **Sec. 29.06. Ownership and maintenance.** The County shall own the art acquired by the  
14        County under this chapter and all rights bargained for. The County Manager shall provide  
15        security and maintenance for the art. When appropriate, the County Manager shall request the  
16        artist provide a technical description of materials used in the art and maintenance instructions.

17                **SECTION 2. Severability.** It is the declared intent of the Board of County  
18        Commissioners that, if any section, subsection, sentence, clause, phrase, or provision of this  
19        ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity  
20        or unconstitutionality shall not be so construed as to render invalid or unconstitutional the  
21        remaining provisions of this ordinance.

1           **SECTION 3. Repealing Clause.** All ordinances or parts of ordinances in conflict  
2 herewith are, to the extent of such conflict, hereby repealed.

3  
4           **SECTION 4. Modification.** It is the intent of the Board of County Commissioners that  
5 the provisions of this ordinance may be modified as a result of considerations that may arise  
6 during public hearings. Such modifications shall be incorporated into the final version of the  
7 ordinance adopted by the Board and filed by the Clerk to the Board.

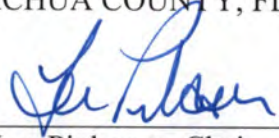
8  
9           **SECTION 5. Inclusion in the Code, Scrivener's Error.** It is the intention of the Board of  
10 County Commissioners of Alachua County, Florida, and it is hereby provided that the provisions  
11 of this ordinance shall become and be made a part of the Code of Laws and Ordinances of  
12 Alachua County, Florida; that the sections of this ordinance may be renumbered or re-lettered to  
13 accomplish such intention; and that the word "ordinance" may be changed to "section," "article,"  
14 or other appropriate designation. The correction of typographical errors which do not affect the  
15 intent of the ordinance may be authorized by the County Manager or designee without public  
16 hearing, by filing a corrected or recodified copy of the same with the Clerk of the Circuit Court.


17  
18           **SECTION 6. Effective Date.** A certified copy of this ordinance shall be filed with the  
19 Department of State by the Clerk of the Board of County Commissioners within ten (10) days  
20 after enactment by the Board of County Commissioners, and shall take effect upon filing with  
21 the Department of State.  
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DULY ADOPTED in regular session, this 13<sup>th</sup> day of February, 2018 A.D.

BOARD OF COUNTY COMMISSIONERS OF  
ALACHUA COUNTY, FLORIDA

By:   
Lee Pinkoson, Chair

ATTEST:  
  
Jesse K. Irby, II  
Clerk of Court  
(SEAL)

APPROVED AS TO FORM  
  
Alachua County Attorney



**CTA 25-517-LC**

**Justice Themed Outdoor Sculpture for the New  
Alachua County Court Complex  
Evaluation Team Training**

**Prepared by:**

**Leira Cruz Cáliz, Procurement Agent III**

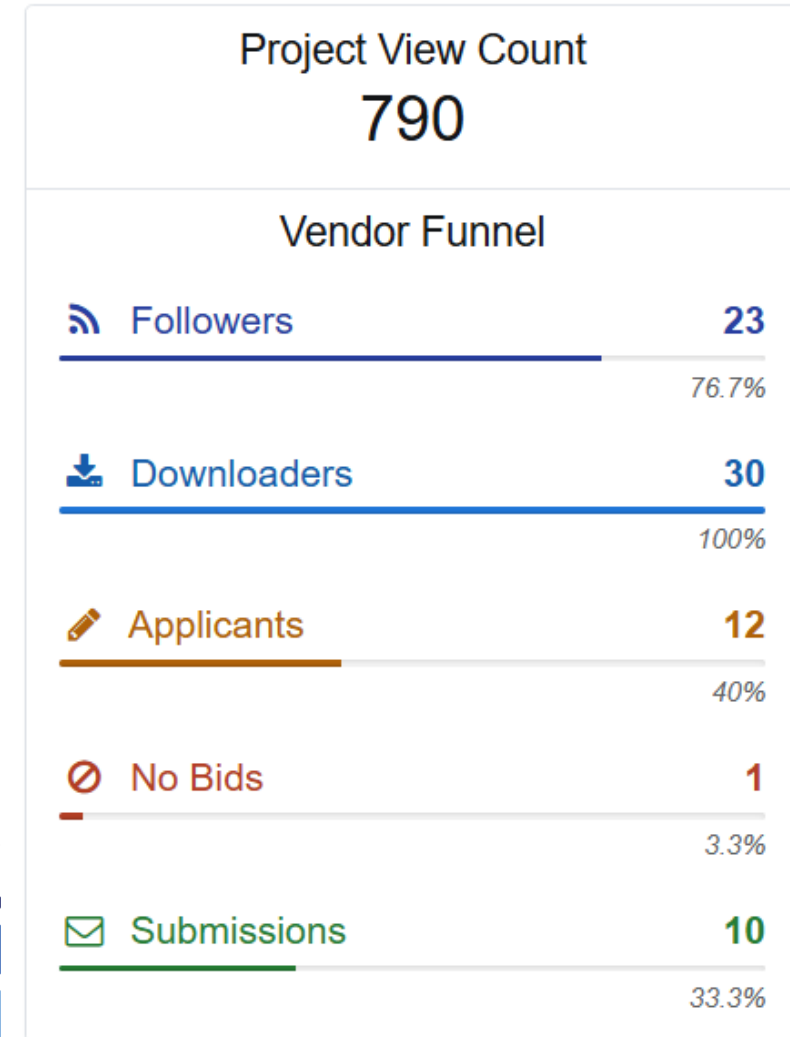
# Agenda

A background image showing a person's hand holding a black pen and writing in a blue notebook. The notebook is open on a wooden desk, and the background is softly blurred.

- About the Call to Artist
- Conflict of Interest
- Cone of Silence
- Before and During the Public Meeting
- Evaluation Criteria
- OpenGov
- Reminders

# About the Call to Artist

- Advertised via OpenGov
- Released October 30, 2024
- Extended on December 2, 2024
- Closed December 18, 2024





# Conflict of Interest

Evaluation Team members must verify that they do not have an actual or potential conflict of interest with any of the listed Artists, prior to evaluating.

Make sure you contact Procurement if you do!

# Cone of Silence

- Members of the Evaluation Team are prohibited from communicating about the CTA, or any of its components, to:
  - Other members of the Evaluation Team,
  - An Artist,
  - A representative of an Artist
  - Board of County Commissioners

This is a second-degree felony

# Before the Public Meeting

It is expected of that every Evaluation Team Member will have read all submittals and submitted all scores in OpenGov 2 days prior to the deadline.

# During the Public Meeting



Evaluation Team Members will have broad latitude during discussions, deliberations and ranking. Members must not be arbitrary and/or capricious



Evaluation Team Members will have the opportunity to change scores due to collective findings during the Public Meeting

# Access to OpenGov

As part of an Evaluation Team, each member will have access to the proposals and evaluations via OpenGov.

<https://procurement.opengov.com/portal/alachuacounty/projects/114759>

# Reminders

- Do not talk to other members, applicants or representative of Artists about the CTA.
- Submit scores two days before the meeting

# OpenGov

Hi Leira,

You have been added as an evaluator for Alachua County, Florida to the project [RFP 22-303-LC: TEST RFP Construction Manager at Risk for County Fire and Emergency Medical Services Stations](#) by Leira Cruz Cáliz, CAPM, CPPB.


The evaluation criteria have been finalized and all vendor proposals have been uploaded. The project is all set for you to start your evaluation!

*Please Note: You will be required to consent to a Proposal Viewer Agreement before viewing proposals and starting your evaluation.*

**Start Evaluation**



# Conflict of Interest

display  Award Project

## PROFESSIONAL SERVICES EVALUATION HANDBOOK


### INSTRUCTIONS AND PROCEDURES

Be prepared to come to the Evaluation Committee meeting with your score sheets filled in and submitted to procurement 2 days prior to the public meeting; you will be allowed to modify your scores as a result of the collective findings, and during the Evaluation Committee meeting. Every evaluation committee member must attend the meeting having read all of the submittals and filled (completed) in the score sheets; anyone coming unprepared will be removed from the committee or cause the meeting to be re-scheduled. You must submit a score for each evaluation criteria category for all firms.

**SCORING** –All members must agree before a score of zero (0) can be given; this means the contractor was non-responsive in his answer (not just fair or poor). You may have to justify with a written comment any score, but must explain how the contractor did or did not meet minimum expectations using the table on the score sheet as your guide.

1. There must be no contact regarding this project between Committee Members,

Done

 Proposal Viewer Agreement Accepted





# TEST RFP Construction Manager at Risk for County Fire and Emergency Medical Services Stations

Following  
2 followers

Request For Proposal Procurement 33500, 51500

Project ID: RFP 22-303-LC

Release Date: Thursday, November 18, 2021 · Due Date: Friday, January 21, 2022 10:21am

Private Bid Posted Friday, January 21, 2022 10:19am

Bid Unsealed Thursday, December 2, 2021 10:06am Pricing Unsealed Thursday, December 2, 2021 10:20am

All dates & times in Eastern Time

EVALUATION

Evaluation Overview

Proposals

Evaluators

My Evaluations

Aggregate Evaluations

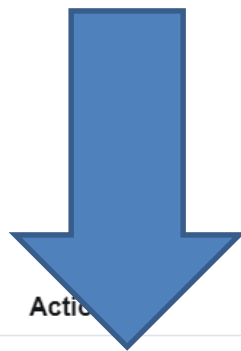
## My Evaluations

List of vendor proposals to evaluate

Proposal Viewer Agreement Accepted  
Apr 20, 2022 2:45 PM

Compare Proposals Compare Scores

Vendor	Status	Progress	Actions
ABC123	Not Started	<div style="width: 0%;"></div>	Scorecard Notes Submit Scores
In House, Inc.	Not Started	<div style="width: 0%;"></div>	Scorecard Notes Submit Scores



**Ability of Professional Personnel = 50 points maximum**

*Points Based | 50 Points (50% of total)*

- A. Resumes of the key staff support the firm's Competency in doing this type of work? Key staff includes the Project Manager, and other project team professionals.
- B. Has the firm done this type of work in the past?
- C. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?
- D. Based on questions above, award points as follows:
  - 1. 21-30 points - Exceptional Experience
  - 2. 11-20 points - Average Experience
  - 3. 0-10 points - Minimal Experience
- E. Has the company or key staff recently done this type of work for the County, the State, or for local government in the past?
  - 1. If the work was acceptable, award up to ten (10) points.
  - 2. If the firm has not done this type of work, award zero (0) points.
  - 3. If the work was unacceptable, deduct up to ten (10) points and note why.
- F. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
  - 1. If the answer is yes, award from one (1) to ten (10) points and note reasons.
  - 2. If the answer is no, award zero (0) points.

**Score (0-50 Points)**



**Comment (optional)**



**Volume of Previous Work (VOW) awarded by the County**

*Points Based | 5 Points (5% of total)*

Points Provided by Procurement.

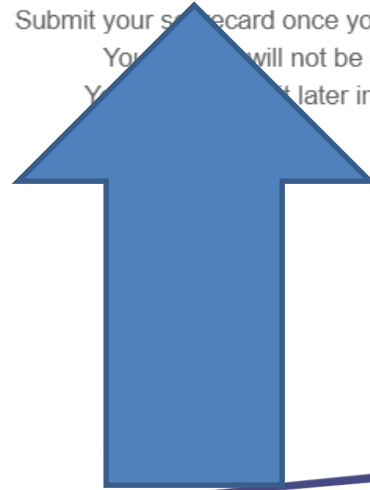
**Score (0-5 Points)**

0  5

**Comment (optional)**

[Submit Scores](#) [Save](#) [Save & Close](#)

Submit your scorecard once you have completed scoring for each item.  
Your scores will not be counted until they are submitted.  
You can save your scores later in case you need to make changes.



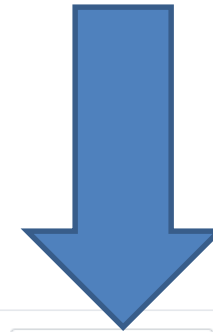
## My Evaluations

List of vendor proposals to evaluate

 Proposal Viewer Agreement Accepted  
Apr 20, 2022 2:45 PM

[Compare Proposals](#) [Compare Scores](#) ▾

Vendor	Status	Progress	Actions
ABC123	✓ Submitted	<div style="width: 100%;"><div style="width: 100%; background-color: #2e7d32; color: white; text-align: center; padding: 2px;">✔ Complete!</div></div>	<a href="#">Scorecard</a> <a href="#">Notes</a> <a href="#">Unsubmit</a>
In House, Inc.	⌚ Not Started	<div style="width: 100%;"><div style="width: 0%; background-color: #ccc; height: 10px;"></div></div>	<a href="#">Scorecard</a> <a href="#">Notes</a> <a href="#">Submit Scores</a>





# Questions?

## Thank you

**Purpose**

The State Attorney, Alachua County Arts Council, and The City of Gainesville’s Arts in Public Places Trust invites artists or artist teams to respond to this Call to Artists for an outdoor mosaic installation for the State Attorney’s Office building (pictured below) to celebrate the transition between Downtown and the Historic Pleasant Street Neighborhood. Project location: NW 2<sup>nd</sup> Street, between W University Ave and W 1<sup>st</sup> Ave. Art location: along the State Attorney’s Office Building 1<sup>st</sup> floor western façade.

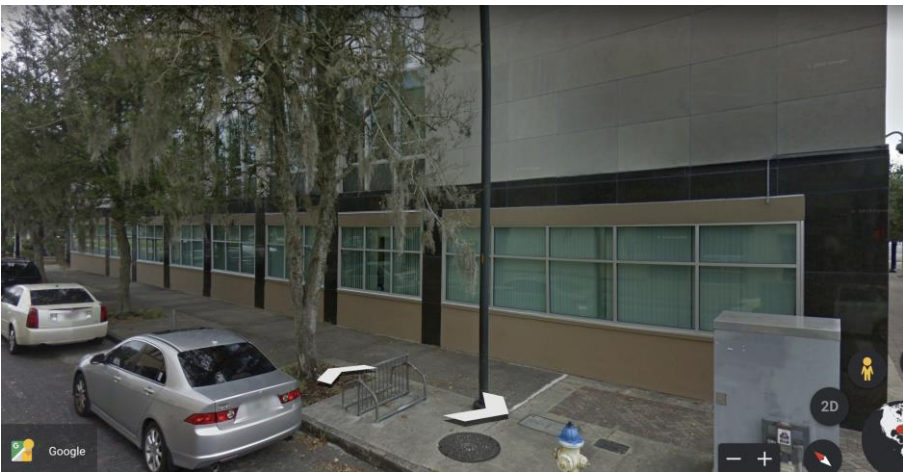


historically white residential area.

**Background**

The mission of the County public arts program is “to enhance the quality of the visual environment in Alachua County, thereby adding to the quality of life and the level of citizen awareness of the importance of aesthetic experience in their everyday lives.”

The Pleasant Street Historic District is significant as the first and most important black residential neighborhood in Gainesville, Florida. Founded immediately after the Civil War, the area represented a transition in the status of black people in Alachua County from that of slave laborers supporting a rural plantation economy to one of freedmen seeking to establish a new existence of economic independence and cultural self-determination in an urban environment. The district also demonstrates the often-curious ambiguity and contradictory social relationship that existed between black people and southern whites that allowed close physical proximity, since the southern part of the district is a



This public art opportunity also ties into implementing of the City of Gainesville’s [2022 Downtown Strategic Plan](#), Idea 8: Connect Neighborhoods to Downtown: “Strengthen the relationship with adjacent neighborhoods. Establish thresholds and gateways to connect neighborhoods to the opportunities happening downtown. Creating meaningful connections between downtown and its surrounding neighborhoods are essential to ensuring that downtown feels like a

part of its surroundings.”

The State Attorney’s Office is charged under Florida law with being the chief prosecuting officer for his judicial circuit and the counties in it. Florida statutes and criminal rules define those duties, which are primarily focused on criminal offenders. The State Attorney, with his appointed Assistants and other staff, appears in the courts to represent the interests of justice and of the people.

The mosaic will be installed on the western first-floor side of the State Attorney’s Office located at 120 West University Avenue, Gainesville, Florida 32601. The selected Artist will engage with the Pleasant Street community to develop a preliminary sketch that is reflective of the values of the community. The selected artist will work closely with Alachua County staff to determine the exact size, precise indoor/outdoor installation location, and

installation method(s) to ensure the mosaic is publicly viewable without compromising the structural integrity of the building’s façade or causing an attractive nuisance for vandalism.

**Eligibility**

This call is an open call to all artists, artist teams, and student artists who have prior experience with mosaic work.

**Deadline**

Submittals are due via by Wednesday, x, 2025 at 2:00 p.m.

**Budget**

The budget for this project is **\$15,000**, which includes, but is not limited to, artists fees, other consultants’ and subcontractors’ fees, insurance conforming to Alachua County Board of County Commissioners standards, engineering, materials fabrication, transportation, installation (including any site modification), and post-installation documentation.

**Scope of Services / Project Details**

The Evaluation Team will consist of a group of interested stakeholders, including a State Attorney’s Office employee, member of the City of Gainesville’s Arts in Public Places Trust, and the Alachua County Arts Council. This artwork will be a mosaic inspired by meeting(s) held with the Pleasant Street Historic Society. Artists must describe their community engagement process with the Pleasant Street Historic Society.

**Location**

The State Attorney’s Office is located at 120 West University Avenue, Gainesville, Florida 32601

**Scoring Rubric/Selection Process**

Please review the scoring rubric below prior to completing your proposal. All information must be provided in order to be considered complete.

Quality of Resume	0-10 points
Artist is an Alachua County Resident	10 point bonus added to total
Likelihood that artist can successfully complete the art with the available funding. Have they finished past projects within budget?	0-15 points
Reference Check (case-by-case basis)	
Describe art installation and maintenance requirements for weather and vandalism.	0-15 points
Artistic quality of submitted materials	0-30 points
Creativity	0-15 points
Describe process to engage the Pleasant Street Historic Society	0-15 points

**Selection Process**

The Evaluation Team will review the submittals and recommend the top three (3) ranked artist/artist team (“Artist”) to the Alachua County Board of County Commissioners for final selection. Upon notification, the chosen Artist will work with Alachua County staff to initiate the community engagement process with the Pleasant Street neighborhood community. Within 30 days of the community engagement, the selected Artist will provide at least two (2) conceptual sketches of their proposed mosaic. The sketches will then be presented to the Board of County Commissioners for final selection. The Commission may also choose to reject all sketches and request additional revisions.



ALACHUA COUNTY  
BOARD OF COUNTY COMMISSIONERS

PUBLIC ART CALL TO ARTISTS

for the

**CTA 25-xx Alachua County Poet Laureate**



Submittal Deadline:

**Wednesday, xxx, 2025**

**Any response received after the above submittal deadline  
will not be considered.**

### **Purpose**

The Alachua County Arts Council (“the Committee”) invites Alachua County poets to respond to this Call to Artists to serve as the Alachua County Poet Laureate from Oct. 1, 2025 – Sept. 30, 2026 with the option to renew for two (2) additional one (1) year terms.

### **Background**

The mission of the County public arts program is to “enhance the quality of the visual environment in Alachua County, thereby adding to the quality of life and the level of citizen awareness of the importance of aesthetic experience in their everyday lives.”

The Alachua County Board of County Commissioners identified the need for a Poet Laureate in 2019. E. Stanley Richardson was selected as Alachua County’s first Poet Laureate and has written original poetry to commemorate a number of County sponsored programs and events (click: <https://alachuacounty.us/arts-council/pages/poet-laureate.aspx> for more information).

The selected Poet Laureate will

- Approve and authorize the County to use original poems created for Alachua County as Poet Laureate on electronic and printed mediums.
- If Artificial Intelligence is utilized by the Poet Laureate in the creation of their work, it must align with the County’s values of transparency, accountability, and respect for individual privacy and rights.
  - All AI technologies must comply with applicable federal, state, and local laws, as well as any relevant regulations and standards.
  - When AI technologies are used, the Poet Laureate will disclose the use of these technologies in advance of the reading of the poem.
- Participate in events by writing and reading poetry, as the County’s Poet Laureate.
- Submit web and social media to promote and highlight poetry online and via social media in an appropriate way.
- Mentor youth interested in poetry.
- Approve and authorize Alachua County to review original poems in advance of public readings. The Poet Laureate agrees to maintain the highest standards of fairness, decency and personal integrity including with adherence to all applicable laws and community values.

### **Eligibility**

This call is an open call to all Alachua County poets.

Submittals must be uploaded to OpenGov by **Wednesday, xxx, 2025**. Upload all required documentation with the following naming convention: Last Name, First Name, Document Description (i.e. Peebles, Gina Resume; Peebles, Gina Letters of Recommendation; Peebles, Gina Statement of Interest; Peebles, Gina Audio Poetry Sample)

- Resume
  - Including number of years as Alachua County resident
  - Experience with Literary Activities
- Two (2) current Letters of Recommendation addressed to the Arts Council
- Statement of Interest (250 words maximum)
- Original Audio or Video Poetry Sample (not to exceed two minutes in length)

Failure to comply with the required documentation will deem a poet non-responsive.

### **Honorarium**

A \$3,000 annual honorarium will be provided to the selected Poet Laureate.

### **Project Details**

The Evaluation Team will consist of a group of interested stakeholders and the Alachua County Arts Council. The Alachua County Poet Laureate will write original poetry to be read at County sponsored programs and events.

### **Proposal Requirements**

**Please review the score sheet prior to completing the proposal and note that some of the requirements must be met at a minimum level or the proposal will not be considered.**

1. A resume that includes your:
  - Name, address, contact information, credentials, experience, awards, number of years as Alachua County resident and experience with Literary Activities
- Two (2) Letters of Recommendation
- Statement of Interest (250 words maximum)
- Original Audio or Video Poetry Sample (not to exceed two minutes in length)

### **Inquiries**

All questions and inquiries must be sent via email to Leira Cruz Cáliz, Procurement Agent at [lcruzcaliz@alachuacounty.us](mailto:lcruzcaliz@alachuacounty.us). Responses to questions and inquiries will be advertised via addenda.

### **Independent Artist**

In the performance of this Agreement, the Artist is acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer, or associate of the County. The Artist is solely responsible for the means, method, technique, sequence, and procedure utilized by the Artist in the full performance of this Agreement.

### **Alachua County Minimum Wage**

The Work performed through this Agreement is considered covered services under Chapter 22, Article III, of the Alachua County Code of Ordinances (“Wage Ordinance”), which establishes a government minimum wage for certain contractors and subcontractors providing selected services to Alachua County government. “Covered Employees,” as defined in Sec. 22.45 of the Wage Ordinance, are those employees directly involved in providing covered services pursuant to this Contract. The County may amend the applicable Minimum Wage on or before October 1<sup>st</sup> of each year.

- 1.1. Current required Alachua County Government Minimum Wage is \$14.00 per hour when health benefits are provided at the equivalent value of \$2.17 per hour and \$16.17 when health benefits are not provided (collectively, the “Minimum Wage”).
- 1.2. The County may amend the applicable Minimum Wage on or before October 1st of each year.
- 1.3. The Artist must provide certification, **Exhibit B**, to the County that it pays each of its employees the Alachua County Government Minimum Wage, as well as ensuring that it will require the same of its subcontractors throughout the duration of the Agreement.
- 1.4. The Artist shall prominently display a copy of the Wage Ordinance where it is easily seen by covered employees and supply to covered employees upon request. Additionally, the Artist is responsible to make any person submitting a bid for a subcontract for covered services aware of the requirements.
- 1.5. Failure to comply with the provisions of the Wage Ordinance will be deemed a breach of contract and

authorize the County to withhold payment of funds in accordance with Chapter 218, Florida Statutes.

The Artist will include the necessary provisions in subcontracts to ensure compliance. However, the County shall not be deemed a necessary, or indispensable, party in any litigation between the Artist and subcontractor

**Selection Process**

The Evaluation Team will review the submittals and refer the top 2-3 poets to the Board of County Commissioners (“the Commission”) for final selection of the Alachua County Poet Laureate. The Commission may also choose to reject all submissions and re-advertise the Call to Artists.

**Evaluation Factors and Points (100 pts Total)**

Number	Criteria	Possible score	Actual score	Comment
1	Resume includes: <ul style="list-style-type: none"><li>• Name, address, contact information</li><li>• Credentials</li><li>• Experience</li><li>• Awards</li><li>• Number of years as Alachua County resident</li><li>• Experience with Literary Activities</li></ul>	20		
2	Two (2) Letters of Recommendation	20		
3	Statement of Interest (250 words maximum)	20		
4	Original Audio or Video Poetry Sample (not to exceed two minutes in length)	40		

**EXHIBIT A**

**TYPE "A" INSURANCE REQUIREMENTS**

**"ARTISAN CONTRACTORS / SERVICE CONTACTS"**

The Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor/vendor, his agents, representatives, employees or subcontractors.

**COMMERCIAL GENERAL LIABILITY**

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

**AUTOMOBILE LIABILITY**

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

**BUILDER'S RISK / INSTALLATION FLOATERS (when applicable)**

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building; including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance clause. Flood Insurance as available under the

National Flood Insurance Program.

**EMPLOYEE FIDELITY COVERAGE (only applicable to vendors whose employees handle funds)**

Employee Dishonesty coverage must be afforded for not less than \$500,000 Blanket all employees ISO Form

**OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

**I Commercial General Liability and Automobile Liability Coverages**

a. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor/Vendor; to include Products and/or Completed Operations of the Contractor/Vendor; Automobiles owned, leased, hired or borrowed by the Contractor.

b. The Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor/Vendor's insurance and shall be non-contributory.

**II All Coverages**

The Contractor/Vendor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contract is renewed) or prior.

#### SUBCONTRACTORS

The Contractor/Vendor shall be responsible for all subcontractors working on their behalf as a condition of this agreement. All subcontractors of the Contractor/Vendor shall be subject to the same coverage requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners  
MAIL, EMAIL or FAX CERTIFICATES

The Certificate of Insurance must contain the following:

Department Contact: Gina Peebles  
Department: County Manager's Office  
Dept. Contact Phone: 352-538-8265  
Dept. Contact Email: gpeebles@alachuacounty.us  
CTA 21-977 Outdoor Artwork for West Lawn of the County Administration Building

**EXHIBIT B**

Certification of Meeting Alachua County Wage Ordinance

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Agreement are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance (“Wage Ordinance”).

Corporate Name:  
Address  
City/State/Zip  
Phone Number  
Point of Contact \_\_\_\_\_

Project Description:

**CONTRACTOR**

ATTEST (By Corporate Officer)

By \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By \_\_\_\_\_  
Print: \_\_\_\_\_  
Title: \_\_\_\_\_

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION