

2010 Emerging Cities Summit

A Cities of Promise and Cool Cities Collaboration

Cities of Promise



PLANNING PARTNERS

Office of the Governor
Jennifer M. Granholm

Department of Civil Rights

Department of Human Services

Michigan Municipal League

Michigan State Housing Development Authority

Michigan State University Extension Office

Building Relationships. Defining Success.

Date: April 22, 2010

Wanted: Michigan-based artist(s) to create **65** hand-crafted specially awarded mementos for the *2010 Emerging Cities Summit: Building Relationships, Defining Success*. A *Cities of Promise and Cool Cities Collaboration*. These two sets of specially awarded mementos will be handed out at the Summit. The **first set** of (**52**) mementos will be designed for the Cool Cities Initiative (2004) and the **second set** of (**13**) mementos will be designed for the Cities of Promise Initiative (2006) both are separate state programs created by Governor Jennifer M. Granholm and scheduled to end in December, 2010. The programs are part of the Urban Revitalization Division at the Michigan State Housing Development Authority (MSHDA).

For more information on these two programs, please visit their websites at:
VibrantCitiesandNeighborhoods.com

When: Deadline for Letter of Interest – **May 28, 2010, 5:00 p.m.**

Where: The mementos will be presented at the invitation-only *2010 Emerging Cities Summit* on August 26, 2010, being held at the Kellogg Center on the campus of Michigan State University near downtown East Lansing, Michigan.

What: The selected artist(s)/design firm/partnership will be based in Michigan and have experience in hand-crafting products to represent the positive image of Michigan urban centers and surrounding communities. **Catchwords:** urban revitalization, cool cities, demolition, rehabilitation, neighborhoods, partnerships, talent, youth, emerging, downtown, blight elimination, Michigan, housing, promise, economic development, progress, deconstruction, growth, collaboration, state, universities, land, lots, jobs, redevelopment, community, resources, green, and energy.

Contact: If you have questions about this RFP, please contact Jennifer A. Ferguson, Lead 2010 Summit Organizer, Urban Revitalization Division, Michigan State Housing Development Authority, (517) 241-2272, fergusonj1@michigan.gov.

The 2010 Emerging Cities Summit brings together mayors, university partners, community leaders, state agency partners, non profits, and local units of government that have been involved with Governor Jennifer M. Granholm's Cool Cities and/or Cities of Promise Initiatives. The objectives of the Summit are to celebrate and share successes, as well as continue building relationships to foster collaboration. It will also be an opportunity to reflect on the legacy of these two initiatives, and to inspire a call to action to maintain and grow these collaborations as a continued focus for the next administration.

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REQUIREMENTS and QUALIFICATIONS

The selected artist(s)/design firm/partnership must meet the following requirements and qualifications:

- 1. Michigan Based Work:** The artist(s)/design firm/partnership must assure that the design, creation and production of the mementos will be done in Michigan. The selected artist(s) will be asked to provide supporting documentation; i.e., testament from at least one local official (government, council, board, superintendent, principal, etc.) and one engaged and active local arts agency. If the applicant is a local arts agency, then they must submit at least two testaments from local officials.

Examples of Engaged and Active Local Arts Agency

- The organization functions in the capacity of an arts/culture producing, presenting, programming, and/or services organization within the community.
- Has an active board of directors that is representative of the community.
- Has knowledgeable leadership (paid or volunteer).
- Receives support (funding, volunteers, in-kind contributions) for arts/cultural efforts from the local community.
- Partners/collaborates with other arts and cultural resources and sectors in the community (i.e. education, government, faith-based, business, social and human services organizations) in developing and implementing its arts/cultural projects and initiatives.

- 2. Publicity:** The artist(s) may be asked for in-house production photos (to be submitted or taken) for any 2010 Emerging Cities Summit related press releases and website usage.

3. Budget and Scope:

- Must commit to designing/creating/producing **(52)** Cool Cities mementos and/or **(13)** Cities of Promise mementos. We are looking for a unique design for each of these two Initiatives. Each of the **(52)** Cool Cities mementos must be of similar scale, material, design and scope – same with the **(13)** Cities of Promise mementos. However, the Cool Cities and Cities of Promise mementos do not have to be the same scale, material, design and scope if done by the same artist(s). Both are unique and distinctive mementos.
- Ideal final product will be representative of the creativity, collaboration and healthy competition that supports social and economic health of Michigan cities.
- Total cost of project(s), from design to production, is non-negotiable. Costs may not exceed a total of **\$1,000 (one-thousand dollars)** for **(13)** Cities of Promise specially awarded mementos and may not exceed a total of **\$4000 (four-thousand dollars)** for **(52)** Cool Cities specially awarded mementos. Cost overruns or change orders will not be considered.
- Mementos need to accommodate and add awardee nameplates as part of the design.
- The selected artist(s) will get publicity (press release, website(s)), two free invitation to the Summit, acknowledgement during the Summit, and opportunity to set up booth and sell their art at the Summit.

4. Timetable:

A. Selected artist(s) will be notified by June 11, 2010.

B. **Finished product must be delivered to Jennifer A. Ferguson** at the Michigan State Housing Development Authority, 735 East Michigan Avenue, Lansing, Michigan 48912 (delivery or shipping address) **by August 12, 2010.**

5. SUBMITTAL REQUIREMENTS

A. Letter of Interest - must include the following:

1. **Detailed proposal of design for mementos (2) separate mementos, one created for Cool Cities and one created for Cities of Promise) - including medium, size and scope. Note: The artist(s) can create and be awarded either one or both projects.**
2. **Statement of Affirmation:** Confirmation that the artist(s) agrees and will comply with the aforementioned "Requirements and Qualifications."
3. **Artist's Experience**
 - a. The artist(s) must include a photo portfolio CD/disk (See 2. Portfolio Disk section below) of work experience related to the requirement
 - b. A list of at least two client references and contact information
4. **Artist's complete contact information, including:**
 - a. Address, phone number, email and website (if available)
5. **Signature** by the artist(s), or in the case of a partnership or design firm, the person who is legally authorized.

B. Portfolio Disk: The portfolio CD/disk should only include work completed by the artist(s). Works should focus on client commissioned projects, but they may also include personal works (i.e. self-promotion pieces). 1. The portfolio disk must be accompanied by an information sheet with the following information: A) file name; B) file description (medium, size, format, etc); C) description of the work; and D) date of completion.

Letters of Interest and portfolio samples (must comply with above Requirements and Qualifications) may be mailed, hand delivered or emailed but must be received by 5:00 PM May 28, 2010. Please send attention of:

Jennifer A. Ferguson
Lead Organizer, *2010 Emerging Cities Summit*
Urban Revitalization Division, 4th floor
Michigan State Housing Development Authority
735 East Michigan Avenue, PO Box 30044
Lansing, MI 48909
fergusonj1@michigan.gov
(517) 241-2272

Delivery/Shipping Address: 735 East Michigan Avenue, Lansing, MI 48912

Submissions received after May 28, 2010 will not be considered.

TERMS AND CONDITIONS

1. Reserving Rights

The *2010 Emerging Cities Summit* reserves the right to reject any and all proposals received as a result of this RFP, in its sole discretion, and to re-advertise for new proposals. If a proposal is selected, it will be the most advantageous regarding ability to stay within budget and timetable, quality of product, the artist's prior experience and other factors which *2010 Emerging Cities Summit* may consider.

2. Ownership

- All samples and digital portfolio materials submitted for review under this RFP remain the property of the artist(s)/design firm/partnership.
- All design work created and developed for the 2010 Emerging Cities Summit Cool Cities and Cities of Promise becomes the property of 2010 Emerging Cities Summit and may be used or modified in any way deemed appropriate.

EVALUATION AND AWARD

1. Evaluation

- a. Letters of Interest will be evaluated on the following criteria:
 - i. Quality and creativity of portfolio samples
 - ii. Quality and creativity of proposed memento designs, and incorporation of any of the following:
 - a. Cool Cities logo, mission (for the memento for the Cool Cities, see website)
 - b. Cities of Promise logo, mission (for the memento for Cities of Promise, see website)
 - c. *2010 Emerging Cities Summit* theme
 - d. Michigan
 - iii. Ability to prove artistry and production is based in Michigan
 - iv. Ability to work within set price and deadlines

2. Selection of Artist(s)

An evaluation panel comprised of *2010 Emerging Cities Summit* representatives will evaluate all proposals to determine responsiveness to this RFP. The panel will recommend or not recommend the selection of a candidate for final approval by the *2010 Emerging Cities Summit* Advisory Committee.