



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council Work Session

---

Monday, May 14, 2018

4:00 PM

Conference Room 2A

---

**CALL TO ORDER:** Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, May 14, 2018 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a call of roll, the following members were present:

### Discussion Items

1. **18-0287** Review of proposal from Forecast Public Art and proposed contract - Sonja Merrill  
**Attachments:** [Grand Rapids SOW v3.pdf](#)
2. **18-0285** Visit Grand Rapids Annual Update - Megan Christianson
3. **14-0789** Review 5:00 PM Regular Meeting

### ADJOURN

*Attest: Kimberly Gibeau, City Clerk*



CITY OF  
GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 18-0287      **Version:** 1      **Name:** Arts & Culture proposal  
**Type:** Agenda Item      **Status:** CC Worksession  
**File created:** 4/26/2018      **In control:** City Council Work Session  
**On agenda:** 5/14/2018      **Final action:**  
**Title:** Review of proposal from Forecast Public Art and proposed contract - Sonja Merrild  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Grand Rapids SOW v3.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Review of proposal from Forecast Public Art and proposed contract - Sonja Merrild

# FORECAST

## Grand Rapids Arts + Culture Commission Scope of Services

Date: May 10, 2018

To: Sonja Merrild, Chair, Grand Rapids Arts & Culture Commission

Contact Name: Jen Krava, Consulting Services Associate, Forecast Public Art

Mailing Address: 2300 Myrtle #160, St. Paul, MN 55114

Telephone: 651-641-1128 x111

Email: [jenk@forecastpublicart.org](mailto:jenk@forecastpublicart.org)

List of Forecast tasks, estimated hours, estimated fees [not necessarily in this sequence]:

FOR 2018:

Items 1 – 4

Total Amount: \$13,800 + \$2000 for travel expenses

### 1. Assessment and Analysis of Existing Plans + Documents

- Forecast will examine Arts + Culture Roadmap, Art Adoption Plan, Art Placement Plan, and IRRR Grant Proposal. Forecast assumes these plans and studies will be provided by the Client in hard copy, digital or web link.

Total number of hours for Forecast: Not to exceed 10 hours

Total cost for fees for Forecast: \$1500

### 2. Locational Analysis, Mapping Activities + Art Integration Plan

- Forecast will tour the city, photograph sites, corridors, entries and other potential opportunity zones as part of a citywide locational analysis, including planned public and private developments and improvements. Forecast will consider all forms of public art and the conditions necessary for their implementation [dance, light, sound, events + festivals, sculpture, placemaking,

etc.]. This will inform strategies to integrate art into spaces, infrastructure, and existing or future situations. [4 hours]

- From the data collected, Forecast will create a map document to be used as a planning and development tool, and work with the City to expand upon the current GIS mapping system. [5 hours]
- Based upon all of this information, Forecast will provide recommendations for artwork themes and philosophies that are grounded in the unique identity of Grand Rapids and the City's 10-year plan. This will include interviews with the Arts + Culture Commission members, site visits, and two focus groups. [15 hours]

Total number of hours for Forecast: Not to exceed 24 hours

Total cost for fees for Forecast: \$3600

### 3. RFQ + Artist Selection Facilitation

- Forecast will establish Grand Rapids' first RFQ and selection process to accomplish the tasks included in the IRRR grant. This will include:
  - Facilitate a meeting of the Arts + Culture Commission to finalize art strategy, RFQ criteria, and overall project calendar [first meeting]. Arts + Culture Commission will be responsible for creating a Project Committee, which will be tasked with the selection of artists/artwork, and reporting to the Arts + Culture Commission about the status of the project. [3 hours, including prep time]
  - Draft project description and RFQ copy [5 hours]

Total number of hours for Forecast: Not to exceed 8 hours

Total cost for fees for Forecast: \$1200

- The following tasks will be completed by the Grand Rapids Arts + Culture Commission, with assistance from Forecast as needed.
  - Research artists to invite from Forecast's database and obtain recommendations for artists from other sources
  - Finalize RFQ copy, with input from Project Committee members via email, design RFQ and distribute to list of invited candidates

- Collect and sort submission materials; prepare PowerPoint and facilitate ranking by Committee [second meeting]
- Communicate with selected finalists and email rejection notices. Facilitate contracting with finalists to prepare preliminary design concepts for review by the Project Committee
- Schedule Committee interviews with finalists
- Facilitate interviews with finalists by Committee [third meeting] and complete selection
- Assist with follow up communications and contracting with selected artists or artist teams

Total number of hours for Forecast: Not to exceed 10 hours

Total cost for fees for Forecast: \$1500

#### 4. Making It Public Training

Forecast will create a special, one day workshop for artists from the Grand Rapids area [including artists outside of city limits], based upon our 1 ½ day Making It Public training. Details about Making It Public:

Making It Public is a 1 ½ day intensive workshop for artists of any form, medium, or genre with an interest in turning their private practice public. This workshop gives artists from the Grand Rapids area comprehensive training and support to unpack the public art process, ideation, and implementation. It focuses on individual artistic and creative processes, and gets participants thinking about how their practice is situated within the larger field of public art.

This workshop helps to foster local artist careers, and makes connections between artists and public art opportunities, creating an arts ecosystem in Grand Rapids that is competitive on a national level.

This workshop covers:

- How to budget for a project and pay yourself as an artist
- Local funding opportunities for artists, public art projects, research, and fellowships
- Examples of project implementation
- Best practices for collaboration, contracting, and community engagement
- Site/locational analysis, possible partnerships, and team formulation

- Local and global case studies in public art, placemaking, and community engaged design to draw inspiration for projects and broaden the definition of public art

Participants will leave the workshop with a better understanding of their own work, the field of public art, and the many players involved in a public art project.

A key component to the workshop is the funding of several small, temporary, low cost public art projects by participants of the workshop. Forecast will work with the Arts + Culture Commission to determine appropriate RFQ for the participants to apply to. The Commission will then look through applications, select and fund a few projects to be implemented in Grand Rapids. These projects are a very low-risk way to allow artists to become familiar with the art installation and implementation processes. They also provide temporary projects that can be included in the Commission's public art collection.

Cost for the workshop: \$4,000 [flat fee]

Cost to fund participant projects: \$2,000

Total cost for workshop and project funding: \$6,000

FOR 2019:

Items 5 – 6

Total Amount: \$4500

## 5. Art Integration Plan Reference Manual

Forecast will draft an Art Integration Plan as a useful reference manual outlining the process for conducting locational analyses, conditions conducive to various forms of public artworks, and a map that can be enriched over time. The Plan is designed to evolve with the City, and will provide the Arts + Culture Commission the tools needed to conduct locational analysis activities in the future. [15 hours for creation of the manual content]

Total number of hours for Forecast: Not to exceed 15 hours

Total cost for fees for Forecast: \$2250

## 6. 3 – 5 – 7 Year Plan

- Forecast will recommend short- and long-term implementation strategies related to the Art Integration Plan and its philosophies.

Total number of hours for Forecast: Not to exceed 15 hours

Total cost for fees for Forecast: \$2250

### Additional Notes:

- Travel expenses [mileage, hotel, food] are not included in these amounts and would be an additional cost. Travel costs will be approximately \$200/round-trip, approximately \$80/night for hotel. One trip can include multiple activities to minimize travel costs.
- The Arts + Culture Commission should determine the need for, and manage directly, the following additional considerations:
  - Translation/interpreter services
  - Marketing for workshops/public forum/mapping workshops
  - Space for workshop/public forum/mapping workshops/focus groups/etc.
  - Hospitality
  - Documentation



CITY OF  
**GRAND RAPIDS**  
 IT'S IN MINNESOTA'S NATURE

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

---

**File #:** 18-0285      **Version:** 1      **Name:**

**Type:** Agenda Item      **Status:** CC Worksession

**File created:** 4/24/2018      **In control:** City Council Work Session

**On agenda:** 5/14/2018      **Final action:**

**Title:** Visit Grand Rapids Annual Update - Megan Christianson

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Visit Grand Rapids Annual Update - Megan Christianson