

The City of

SAN DIEGO



CALL FOR ARTISTS



Request for Qualifications

San Diego Poet Laureate

Applications Due: November 21, 2024

1.0 INTRODUCTION

The City of San Diego (City) is seeking applications from interested qualified Artists to provide literary art services for San Diego Poet Laureate Project. An artist or artist team is sought to be San Diego's poet laureate (Poet Laureate).

Funding for the Poet Laureate is provided by the City. The City's Department of Cultural Affairs (DCA) will administer the process of Artist selection and oversee the Artist during the Poet Laureate term.

This Request for Qualifications (RFQ) describes the project, the required scope of services, the Artist selection process, and the information that must be included in the Statement of Qualifications (hereinafter referred to as the Application). Failure to submit information in accordance with this RFQ's requirements and procedures may be cause for disqualification.

1.1 Eligibility

Any artist*¹ or artist team legally residing in the city of San Diego and authorized to work in the United States² is eligible to submit an Application. Individuals with conflicts of interest are not eligible for contract award under this solicitation.

**Throughout this RFQ, the singular term "artist" also means artist teams.¹ The City adheres to definition of "artist" which is contained in San Diego Municipal Code section 26.0701 et seq.² Artists must have all necessary documentation to work in the United States at the time of submittal of Application.*

2.0 PROJECT DESCRIPTION

2.1 Artwork Opportunity

The Artist selected through the competitive process will become the City's Poet Laureate, serving as an ambassador and advocate for

poetry, spoken word, and the literary arts. The Poet Laureate is expected to produce engaging and conceptually rich original works inspired by and in response to San Diego as a richly diverse community with many untold stories and new ones made each day. Proceeding the City's first two Poet Laureates, this third Poet will also be the City's Poet, a civic poet – the People's Poet – whose role is to elevate the power of and potential in spoken word and convey the city's stories.

The Poet Laureate will elevate appreciation of the art form through public readings and civic events. They will also propose and lead a public project to celebrate the city and make poetry more available and accessible to residents in their everyday lives.

The Poet Laureate will serve a two-year term, work in alignment with City staff through Cultural Affairs, and collaborate with project partners during the two-year term. A Poet Laureate may not serve more than one full term [January 1, 2025 – December 31, 2026].

2.2 Budget

Approximately \$20,000 is allocated for Poet Laureate. The budget is all-inclusive and must cover all costs associated with the Scope of Services, including all travel expenses.

3.0 SCOPE OF SERVICES

The Artist selected for the Poet Laureate is expected to represent San Diego and the literary arts through activities related to poetry and spoken word; create and present original works at selected City events during each year which may include readings at City Council meetings as well as public readings at City events; propose and lead a public project

during their term; and participate as a juror in Poetry Out Loud, a student poetry recital initiative within the given project budget. The complete Scope of Services is contained in Exhibit A to the Draft Agreement (Attachment A).

4.0 APPLICATION SUBMITTAL REQUIREMENTS

The Application should be concise, well organized and demonstrate the Artist's qualifications and experience applicable to the project. Artists will be evaluated based on the information submitted below.

4.1 Application Cover Sheet

Submit a completed Application Cover Sheet. The Cover Sheet is populated and submitted as part of the Online Application. If you are applying as an Artist team, note that only the lead artist should complete the Application Cover Sheet.

4.2 Work Sample with Annotated List

Submit examples of past work containing a maximum of 10 original poems and/or videos of original performed spoken word. Applicants may submit a maximum of 10 samples in total. This total includes Artist teams.

- Submit poems in ONE merged document in .pdf format.
- Submit NTSC format videos in .mpg, .mov or similar format with a maximum file size of 100 MB. The total combined running time of all submitted videos may not exceed three minutes.

Provide an annotated work sample list as an additional document in .pdf format, which clearly describes each example of past work included in your Application. Annotations for each example of past work may include information such as title, publication name, publication date, performance location, and date of performance. For video samples of performed past work, please include the text of the works being performed as part of your annotated list.

4.3 Letter of Interest (1 page max.)

Submit a written narrative in a .pdf format describing your passion for and comprehension of the project. Clearly explain your relationship to San Diego and your approach to communicating the experience of the community. Please describe your methodology for conceptualizing and creating art. Please do not reiterate information already contained in your résumé. This narrative is your opportunity to convey your understanding of the role and why you are well-matched for the appointment. We are eager to hear what is distinctly “you” in your approach to creating art – in particular poetry and spoken word – what excites you about being a Poet Laureate, and what the panel cannot tell about your qualifications and your art form from looking at your résumé and examples of past work. The letter must include the Artist's name, address, telephone number, and e-mail address.

4.4 CV or Professional Résumé

Submit a current professional résumé or curriculum vitae (CV) in a .pdf format. The résumé may include literary activities and achievements such as publication history, awards, performances and readings, past public poetry projects and education. If you

are applying as a team, please include your team/studio résumé. If that is not available, please combine the individual résumé (one right after the other) of each team member into one .pdf document.

4.5 References

Submit the names, addresses, current telephone numbers and/or email addresses for three experts on your work. Do not send letters of recommendation. If you are applying as a team, please include three team references. If that is not available, please combine three individual references of each team member into one .pdf document.

5.0 DIRECTIONS FOR SUBMITTAL OF APPLICATION

Artists must submit their application via City's Online Application using the following link:

https://sandiego.seamlessdocs.com/f/poet_laureate

Artists should check their Application for completeness: Confirm the Application includes all of the required materials listed below:

- ① Application Cover Sheet
- ② Work Sample with Annotated Image List
- ③ Letter of Interest
- ④ Professional Résumé or curriculum vitae
- ⑤ References

Artists must put all the required Application attachments in one (1) compressed (zipped) computer folder. Label the compressed folder with Artist name. An electronic copy of the Artist's folder with all Application materials must be uploaded to the online application.

File size of zip folder should not exceed 250 MB. A checklist of required attachments and attachment button is included as part of the online Application.

The Application must be submitted in electronic format only at the application link provided and is due **no later than 4:00 PM local time on November 21, 2024** for the Poet Laureate performance of services.

Artists are responsible for the submission and Application acceptance before the closing time set forth in this RFQ or as changed by addenda. **Important Note:** Please use Firefox or Chrome to submit application. Submission of the Application into the electronic system may not be instantaneous; it may take time for the Artist's Application to upload and transmit before the Application is accepted. It is the Artist's sole responsibility to ensure their Application is uploaded, transmitted, and arrives in time electronically. Applications remain sealed until the deadline.

6.0 PRE-SUBMITTAL ACTIVITIES

6.1 Questions Concerning RFQ

All questions regarding the RFQ shall be sent as an e-mail to:

City of San Diego Department of Cultural Affairs
Lara Bullock, Civic Art Project Manager
lbullock@sandiego.gov

Questions shall be submitted as soon as possible, but no later than 5:00 PM local time, on November 14, 2024.

7.0 ARTIST SELECTION PROCESS, PANEL & CRITERIA

A panel appointed by the City will review and evaluate the Applications utilizing the selection criteria below. (City staff may pre-screen each Application to verify eligibility and to evaluate responsiveness to the criteria. Applications deemed to be marginally responsive may not be forwarded to the panel for review.) The panel will be comprised of City staff, community members and literary art experts. The panel will create a shortlist of approximately three of the most qualified Artists and may interview the shortlisted Artists. It is mandatory that the designated lead Artist take part in the interview. Interviews may be via video call or in-person. Artists who accept an invitation to interview will not be expected to develop proposals. However, in the interviews, Artists will be expected to discuss past approaches and working methods as well as answer questions relating to working on projects of this nature. Based on these evaluations, the panel will recommend one Artist for the contract award.

7.1 Criteria

Criteria used to evaluate Artists as evidenced in Application materials include:

- Artistic excellence, uniqueness of vision, and strength of creativity
- Originality of approaches and methodologies used to convey meaning through literary art
- Demonstrated capacities for working with concepts that are appropriate to the opportunity and sociocultural context
- Experience with public engagement in the development of art projects
- Demonstrated artistic and technical skills necessary for this project, such as education and training as a literary Artist (formal education in this art form is not required to apply) body of work either published or presented, recognition by

the literary or academic communities through awards and readings and/or other related activities indicative of artistic achievement and experience

- Demonstrated interest in and understanding of the scope of services as well as capability in creating literary work and project in collaboration with the City and other project partners
- A strong understanding of San Diego and San Diegans through personal experience that can apply to a larger audience via this program
- Strength of professionalism and communication skills
- If applicable, cohesiveness of team members
- If applicable, past performance on contracts with the City

The panelists who evaluate the Artists may use a four-point ranking system:

- **Ranks of 4 (4 and 4-)** designate an Artist as the most qualified. Artists ranked with a 4 meet all the review criteria to the highest degree possible. If there are no Artists that meet all the review criteria, no 4 ranking shall be given; this is not a grading-curve, but a rarified achievement of near perfection given the criteria.
- **Ranks of 3 (3+, 3, and 3-)** are considered good. These Artists mostly meet the criteria in a strong or solid way, but may still need some improvement.
- **Ranks of 2 (2+, 2 and 2-)** are considered marginal. These Artists have some merit, but do not meet the criteria in a strong or solid way.
- **Rank of 1** is not qualified under any circumstance; inappropriate for the award.

In round one of the evaluation process, panelists may give each Application a rank. Panelists' ranks are then averaged for a single, initial score per Artist. In round two, Artists are clustered by rank from highest to lowest. Rank adjustments may occur when the panel agrees that an Artist is out of place within the clusters. From this process, the shortlisted Artists will be identified and invited to interview for the project. From these, one Artist will be recommended to the City for appointment to be the San Diego Poet Laureate. An Artist may appeal under the circumstances provided in Council Policy 000-29 which is located at: <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/index.shtml>.

8.0 SCHEDULE FOR SELECTION AND AWARD

The City anticipates that the process for selecting an Artist and awarding the contract, will be according to the following tentative schedule:

Advertise and Issue RFQ:	Oct. 10, 2024
Last Date to Submit Questions:	Nov. 14, 2024
Application Due Date:	Nov. 21, 2024
Shortlist Determination:	Dec. 2024
Oral Interviews:	Dec. 2024
Selection and Notification:	Dec. 2024
Contract Negotiation Complete:	Dec. 2024
City Approval of Contract:	Jan. 2025
Notice to Proceed:	Jan. 2025

9.0 CONDITIONS FOR SUBMISSION

9.1 Rights Pertinent to this RFQ

The City reserves the right to reject, in whole or in part, any responses to this RFQ, to not accept an Artist recommended by any of the selection panels, to initiate an alternate selection process, to reissue the RFQ and/or cancel this RFQ, in whole or in part, at any time without prior notice, and makes no representation that any agreement will be awarded to any Artist. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

The City reserves the right to revise this RFQ by addendum. The City is bound only by what is expressly stated in this RFQ and any authorized written addenda thereto. Addenda will be posted on the City's website at: <https://www.sandiego.gov/arts-culture/publicart/artistopps>. It shall be the Artist's responsibility to check the website up to the final submission date for any possible addenda.

The City accepts no financial responsibility for any costs incurred by Artists. The City reserves the right to propose modifications to the Scope of Services during the contract negotiation phase between the City and the contract awardee. The City is not responsible for the loss or damage of any materials submitted. The City reserves the right to award contracts to more than one Artist.

9.2 Formal Approval of Contract

The Artist understands that issuance of this RFQ does not commit the City to award a contract, or to pay any costs incurred in the preparation of a response to this RFQ. The Artist shall note that the execution of any contract pursuant to this RFQ is contingent

on approval by the Mayor (or his designee), or the City Council, as required by law.

9.3 Confidential RFQ & California Public Records Act

The City will not share the details of individual responses to this RFQ with competing Artists during the selection process. The Artist declares and acknowledges by submittal of an Application that after the selection process ends and final approval of the contract, any information submitted in response to this RFQ is a public record subject to disclosure unless a specific exemption in the California Public Records Act (CPRA) applies. If an Artist submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the responsibility of the Artist to provide to the City specific legal grounds on which the City can rely in withholding information requested under CPRA, should the City choose to withhold such information. General references to sections of CPRA will not suffice. Rather, the Artist must provide a specific and detailed legal basis, including applicable case law that clearly establishes the requested information is exempt from the disclosure requirements of CPRA. If the Artist does not provide a specific and detailed legal basis for withholding the requested information within a time specified by the City, the City will release the information as required by CPRA and the Artist will hold the City harmless for release of this information. It will be the Artist's obligation to defend, at Artist's expense, any legal actions or challenges seeking to obtain from the City any information requested under CPRA withheld by the City at the Artist's request. Furthermore, the Artist shall indemnify the

City and hold it harmless for any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under CPRA withheld at Artist's request. Nothing in this section creates any obligations for the City to notify the Artist or obtain the Artist's approval or consent before releasing information subject to disclosure under CPRA.

9.4 News Releases

The Artist agrees that, if selected, the City will review and approve all news releases pertaining to this RFQ and/or subsequent agreement(s). All news releases will be submitted in writing to Commission staff member. Staff will review and provide feedback and/or approval in a timely manner.

9.5 Examination of RFQ

The Artist understands that the information provided herein is intended solely to assist the Artist in preparation of a submission. By submitting a response to this RFQ, the Artist represents that the Artist has thoroughly examined and become familiar with Scope of Services required in the RFQ and is capable of performing quality services and to achieve the objectives of the City.

9.6 Contractors Standards

Prior to awarding a contract, the selected Artist will be required to complete a Contractor Standards Pledge of Compliance per Contractor Standards clause of the Municipal Code Chapter 2, Article 2, Division 30 adopted by Ordinance No. O-20148. The Contractor Standards are available online at [http://www.sandiego.gov/purchasing/pdf/pl](http://www.sandiego.gov/purchasing/pdf/pledgecompliance.pdf)
[edgecompliance.pdf](http://www.sandiego.gov/purchasing/pdf/pl) or by request from the

Purchasing & Contracting Department by calling (619) 236-6000.

9.7 Eligibility Restrictions

Elected officials, commissioners, board members, committee members, agents, officers and employees of the City and their business partners or their immediate family members are not eligible for a contract award under this RFQ.

9.8 Use of Information

Contact information for each Artist may be entered into a database and used to advertise future calls for Artists issued by the City or the City's affiliates. In general, the contents of the database are intended for use in advertising paid opportunities for Artists.

9.9 Definition of "Artist"

The issuance of this RFQ means that City intends to contract with an Artist as defined in San Diego Municipal Code Section 26.0701 et seq.

9.10 Equal Opportunity Contracting Program

The City endeavors to do business with Artists sharing the City's commitment to equal opportunity and will not do business with any Artist that discriminates on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers.

9.11 Insurance Requirements

Any Artist selected to enter into contracts with the City will be required to obtain, at the

Artist's sole cost and expense, all insurance required by the City. The Artist may be asked to refrain from working until such insurance has been approved by the City. Insurance required by the City is included in Section 4.3 of Attachment A.

9.12 Business Tax Certificate

Any Artist selected to enter into contracts with the City will be required to obtain, at the Artist's sole cost and expense, a City of San Diego business tax certificate.

9.13 Drug-Free Workplace Policy

The City has adopted a Drug-Free Workplace policy which applies to all City projects. Although not required for submittal in the Application, the selected Artist will be required to comply with the City's Drug-Free Workplace requirements set forth in Council Policy 100-17, adopted by San Diego Resolution R-277952 and agrees to do so when the selected Artist executes Attachment A.

ATTACHMENT A
DRAFT AGREEMENT