

June 24, 2016 Call for Artists Q&A

1. Please clarify what you are looking for in projects #1 and #2.

Mobile Engagement Tool – This project directs an artist to design and fabricate an engagement tool for outdoor events like street festivals and indoor events such as large community workshops or meetings. It should be highly durable, portable, and storable. It will be designed collaboratively with City staff. The goal is that it draws people into the discussion in an interesting and interactive way while also acting as a tool for collecting the input. While the tool will be created this year, the artist will be using it at up to 12 events that will go into 2017.

Key Directions Social Practice Project – The second phase of the Minneapolis 2040 comprehensive planning process was called Key Directions and now is called Big Questions. The artist or team for this project will work collaboratively with City staff and an engagement consultant to design, promote, and facilitate a set of two community meetings at the end of October. The artist will be responsible for promoting the events with audiences that wouldn't traditionally be represented in civic processes, working with staff and the consultant to design engagement questions, design engagement tools or activities for the events, participate in collecting feedback during the events, and then assisting to analyze the feedback.

2. How vague or specific should we be in our proposal for each of the three calls?

You don't need to be more specific with any of them. This is a Request for Qualifications, not a Request for Proposals. If you are too specific by identifying a concept, you may be at a disadvantage because the selection panel will think you are too set in your ways. The products will be developed as part of a collaborative process with City staff.

3. How many people do you anticipate will apply?

We don't know but it's common to receive a couple dozen applications for this type of call.

4. How much time will there be between artist selection and the Big Questions meetings?

We intend to have the contracts finalized by the middle of August and the meetings are planning for the end of October. It will be a tight timeframe. The mobile engagement tool will have a somewhat longer period since it is not just focused on the Key Directions/Big Questions meetings and can be used afterwards.

5. How many meetings will there be for the mobile engagement unit?

The call for artists says there will be 12 engagement activities but does not specify the number of working meetings with City staff.

6. How many meetings will there be for other activities?

This has not yet been specified.

7. Is there a specific type of insurance coverage we need?

Artists have an option to waive insurance coverage and assume full liability or to meet City insurance requirements. We are not insurance experts, so we can't advise on insurance except to point to City requirements. Insurance types include:

- General liability – advisable, limits vary based on activity type
- Auto insurance – particularly if paying self for time in the car, or using car to move mobile engagement unit
- Professional liability insurance – usually N/A for artists
- Network data theft insurance – probably N/A here
- Workers comp insurance – if you have employees or subcontractors

8. What is the format of the Key Directions/Big Questions meetings?

The format will be developed collaboratively with staff, artists, and the engagement consultant, the Community Design Group. The priorities are to have them be fun, interactive, and family-friendly which isn't usually conducive to a traditional presentation and Q&A format. It may involve workshops or stations focused on specific topics. The Key Directions/Big Questions social practice artist will not be solely responsible for engagement at the meetings but instead will be working together with City staff and the engagement consultant who will all be mobilized during the meetings.

9. You can propose on multiple calls, but can you receive more than one?

No, you cannot.

10. Will the Creative CityMaking artists be involved in Minneapolis 2040?

No, since the timing doesn't quite work between the comp plan update and the CCM Phase 3 process; though some may be contributing to parallel efforts that provide input that can be used in the plan. This work, however, is inspired by Creative CityMaking since several of the project staff have been involved in the two previous rounds of this initiative. In this case, we are contracting directly with the artists.

11. What is the name of the engagement consultant the City is using for Key Directions?

Antonio Rosell, Community Design Group

12. What is the Visual Artists' Rights Act of 1990?

You can find more information here: <http://www.copyright.gov/title17/92chap1.html#106a>.

13. How has the City been analyzing qualitative data in the Minneapolis 2040 civic engagement process so far?

The information collected so far has covered a lot of broad and general themes, so there hasn't been a lot to analyze. We have focused on making sure the input collected is put into a documentation tool as in the participant's words – not grammatically changed or summarized. As we move into this next phase, it should be more substantive and better able to analyze for themes. We would welcome ideas from the artists on effective ways to accomplish this.

14. Is the selection committee meeting open to the public?

No, it's not. An open meeting is actually now considered a violation of state procurement law since it is a competitive process.

15. Do you have any guidelines for the mobile engagement tool and social practice project as far as the breakdown between materials and artists fees?

Not directly. We believe in paying artists a good fee, and in negotiating for a quality product; there are no set amounts for each at this point in the overall budget. Each artist should consider setting aside a contingency in the budget, in case modifications are needed after the initial concept is developed.