



*Open Call for
Art on the Atlanta BeltLine 2019
Exhibition Technical Positions*

**2019 Art on the BeltLine
Open Call
for
Exhibition Technical Positions**

**Installation Foreman
Sound and Lighting Engineer/Technician
Exhibition Maintenance Technician
Exhibition Photographer
Exhibition Docent**

**All submittals must be received by 5:00 pm EST
on April 26, 2019**

Please submit all Request for Qualification submittals to:

**Art on the Atlanta BeltLine
Atlanta BeltLine, Inc. (ABI)
Attn: Miranda Kyle**

100 Peachtree St. NW | Suite 2300 | Atlanta, GA 30303

OR

**Upload qualification submittals to:
www.art.beltline.org**

**Contact Person:
Atlanta BeltLine, Inc
Arts and Culture Program Manager, Miranda Kyle at
mkyle@atlbeltline.org**

Posting Date: February 25, 2019





Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

Art on the Atlanta BeltLine (AoAB) is seeking qualified **Exhibition Technical Positions** (“Technical Position(s)”) to apply for our 2019 exhibition season in the areas of:

- **Installation Foreman**
- **Sound and Lighting Engineer/Technician**
- **Exhibition Maintenance Technician**
- **Exhibition Photographer**
- **Exhibition Docent**

The aforementioned technical positions will support the 2019 exhibition for the Art on the Atlanta BeltLine. The selected artists for the 2019 year will consider historic, environmental, cultural, functional, urban design, and/or aesthetic aspects of the Atlanta BeltLine in their submittal. Artist projects will be well-researched, well-planned, and feasible. Although not limited to the following examples, potential artist projects might include all or some of the following:

- Temporary art, sculptural or visual installations;
- Amenities for visitors – such as benches, bike racks, shade structures;
- Gateway or entrance works;
- Performance works of all kinds, including but not limited to street and travelling performers, parade, music, dance, theater, and performance art;
- Utilization of fences or screening devices;
- Loan of existing artwork, such as sculptures or assemblages;
- Murals;
- Environmental works;
- School or class projects;
- Historical or didactic works;
- Projects that promote exploration of the Atlanta BeltLine trails;
- Organizational collaborations

Artist materials shall be durable, requiring minimal maintenance in an outdoor setting. All works must be designed to be safely removed at the end of the designated exhibition period or disintegrate safely into the environment. All construction, installation, and de-installation methods must be adequate and safe for public interaction. Projects must last throughout the exhibition period; however, some performance works or ephemeral works could be scheduled to occur periodically throughout the timeframe. All works and performances must be suitable for all ages and audiences.

PROJECT HISTORY

The Atlanta BeltLine, Inc. (ABI) is an emerging system of parks, trails, transit and economic development that reclaims mostly abandoned rail corridors. With an emphasis on public spaces, improved transportation, cultural amenities and revitalizing neighborhoods, it has the potential to redefine the city and make it a better place to live, work and play. Find additional information about the Atlanta BeltLine at www.beltline.org.



Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

** All information contained herein will be in a PDF format for the purposes of automated translation into Google supported languages, as well as ASL and braille. Video translations will be available online. If you or someone you know requires an unlisted language, please contact Miranda Kyle at mkyle@atlbeltline.org as it may be possible to have it created.

Technical Positions may be required to support one or all of the projects listed below:

- o **BeltLine Walls Volume 2 (Murals)** – This year we Atlanta BeltLine, Inc. (“ABI”) will be partnering with MARTA’s Art Bound program to create a two week long mural festival at the end of July on the newly opened Northeast BeltLine Interim Hiking Trail. Conveniently located near the Lindbergh Center MARTA station, weekend events will be hosted by Mason Fine Art. Artists will work side-by-side on their walls side by side for the duration of the two weeks, culminating in a grand reveal and community celebration at the end of the festival. Please see the submission guidelines page for more details.
- o **BeltLine Flow (Performance Series)** – Artists are invited to submit proposals perform along the Atlanta BeltLine corridor throughout the timeframe of during the exhibition. These performances are not limited in number of times the performances may occur, nor are they subject to any specific dates on which performances must occur. These performances are designed to act as a pop-up style events to creatively activate and celebrate the corridor in many locations. These events are self-sustaining and do not require outside power sources, a sound engineer or technical support. Please see the submission guidelines page for more details.
- o **BeltLine Concert Series (Performance Series)** - Unlike its pop-up style counterpart, these may take place in several BeltLine- adjacent parks, including Washington Park, Gordon-White Park, Historic Fourth Ward Park, Historic 4th Ward Skatepark Multipurpose Field, and Piedmont Park. The Concert Series provides opportunities for artists that have technical requirements, big production value, and who need a fixed location. Please see the submission guideline page for more details.
- o **A City for All (Sculpture Exhibition)** – Artists are invited to submit proposals considering the concept of A City for All for this year’s sculpture exhibition along the Atlanta BeltLine corridor. We are looking for ABI is seeking innovative concepts that create, a sense of wonder, and a consideration of scale. Concrete pads are limited, so when considering how to anchor your sculpture, we urge you to consider alternatives like stakes or sonos. Drilling into bridges is prohibited. Any lit work must be self-powered. Please see the submission guidelines page for more details.
- o **BeltLine After Dark (Festival)** – Artists are invited to submit proposals to activate the Westside Trail and welcome in the autumn season. ABI will be hosting events concurrently at Gordon-White Park, Washington Park, and the Atlanta BeltLine space in Historic Ashview Heights will be hosting events concurrently. This festival will be hosted held during the weekend of October 18 and 19, 2019.
- o **Lecture Series** – Artists and professionals are invited to submit proposals for panel or individual lectures that will address topics related to arts & culture and, its intersection with one or more of the following: ethics & responsibility, equity, affordability, science & education, and transit.



Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

o **Special Projects** – We invite Atlanta arts and culture organizations to submit proposals that use the Atlanta BeltLine to show their work/project, host a pop-up event, or any other exciting ideas.

TECHNICAL POSITIONS REQUIREMENTS:

The qualified respondents shall have experience and capability to perform any or all of the following type of work described below.

The qualified respondents will possess a proven record and have demonstrated abilities in the position(s) listed below:

Installation Foreman – This person will be responsible for overseeing the installation of the AoAB sculpture exhibition, ordering and receiving heavy equipment, and coordinating with the Arts and Culture project manager on the execution of the various programmatic elements of the AoAB exhibition.

Duties may include but are not limited to:

- Aerial platform operation
- Forklift driving and other heavy machinery operations
- Scaffold rigging
- Technical direction (talent wrangling) during performances
- Installation and de-installation of sculptures

Sound and Lighting Engineer/Tech – This person or team will handle all sound requirements for the BeltLine After Dark Festival (2 days), the BeltLine Concert Series (no more than 4 days), BeltLine Walls Festival days (4 days), and potentially 4-6 rain dates/partner programming dates. Duties may include but are not limited to:

- Light rigging and design for performances
- Dj'ing between sets
- Engineering sound for performances
- Sound checks
- Set up and strike of sound equipment
- Equipment rental as needed

Exhibition Maintenance Technician – This person or team will work with the Arts and Culture project manager and the Installation Foreman to identify any artwork commissioned by ABI that need repair, restoration, or re-evaluation. Duties may include but are not limited to:

- Restoration of metal sculptures
- Restoration of murals
- Documenting damage and repair



Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

Exhibition Photographer – Qualified applicants are invited to apply for this position. The person or team must have experience photographing fine art, events, and concerts. There is no guarantee of the photo strategy or number of photo opportunities at this time. The Exhibition Photographer is expected to:

- Capture photos of events and activities as needed
- Capture photos of various images as needed
- Edit and enhance photos as needed
- Meet periodically to strategize regarding future marketing and photographic needs
- Deliver files to ABI as full resolution JPEGs unless otherwise requested
- Provide raw files as requested by ABI
- Maintain flexible availability
- Coordinate with staff to scope and track projects

Exhibition Docent – This is a volunteer position that includes assisting ABI staff and consultants with performances, festivals, art installation, and special events. The Exhibition Docent will be trained on the AoAB exhibition and to assist with art tours. Other opportunities may include being an artist's assistant. Must be able to commit to at least one shift per week (eight [8] hours). The Exhibition Docent must possess the following skills and knowledge:

- Must be mature, reliable, responsible, friendly, personable and punctual
- Good communication skills
- Comfortable speaking in front of an audience
- Prior experience with art and art history
- If you do not have an art background, prior experience in public speaking
- Familiarity with or a willingness to learn about contemporary art

SUBMISSION GUIDELINES

All qualifications must be received by 5:00 pm EST on Friday, April 26, 2019 in PDF Format.

If you would like to submit your documents electronically you may either:

- A) Go to www.art.beltline.org and follow the link to fill out the form and upload your PDF;
- B) Submit your files in a single PDF format (or link to YouTube for performers/musicians) for each exhibition and/or technical role you wish to be considered for. You will need to include a cover letter for each application/submittal, so we can categorize them correctly for jury review. Submit these documents directly to the Arts and Culture Program Manager, Miranda Kyle at mkyle@atlbeltline.org; or;



Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

- C) Submit your documents by U.S. mail or walk-in. Please submit a USB Drive containing your materials or a hardcopy version on 8 ½ x 11 paper. USB Drive and hard copy materials will not be returned.

Please address all submission materials to:

Art on the Atlanta BeltLine | Attn: Miranda Kyle
Atlanta BeltLine, Inc. (ABI)
100 Peachtree St. NW | Suite 2300 | Atlanta, GA 30303

TECHNICAL QUALIFICATIONS AND REQUIREMENTS:

All Technical Positions submissions listed herein shall include the following:

All submittals must be clear, succinct, 12-point font, and not exceed the page limits listed for each item, organized as separate sections of the submittal. All submittals will be evaluated on the completeness and quality of the content. Only those submittals that provide complete information, as listed below, will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

1. **Cover letter** (one page minimum) to include name of the RFQ, List qualified Technical Position(s), years of experience including the firm submitting qualifications, primary specialties of the firm, the primary contact and the name of person(s) authorized to sign any contract that may result from this RFQ, contact person's name, mailing address, email, phone, and fax;
2. **Name of principal or firm**, telephone number, email, URLs, social media accounts, and email;
3. **Profile(s)** of respondent(s) including number of employees, location, and relevant experience working on similar projects;
4. **Key personnel** that will be assigned to the project. Resume of relevant work experience according to the selected area of participation for Technical Position(s);
5. **Contact information for all team members** including name, address, telephone, email address, sub-contractors will be subject to E-Verify registration;
6. **Proof of liability insurance** in accordance with ABI insurance requirements (reference insurance section herein);
7. Provide appropriate **Georgia business certificates** based on structure of business (Georgia Secretary of State Certificate of Existence, Business License, Driver's License, and FEIN)
8. Disadvantaged Business Enterprise (**DBE**) **certification**, if applicable;
9. Three **references**;



Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

10. **Sample of work**, if applicable;
11. All **required submission forms** submitted based on requirements of this RFQ.

SUBMISSION/RESPONSE FORMS

Submittal Forms: Please legibly print and sign to complete the following forms. Some forms may require notary attestation. Additional forms and/or requirements may be necessary for contract execution.

- **(Exhibit A)** Insurance Requirements: <https://beltline.org/procurement/#solicitations>
- **(Exhibit B)** Ex Parte Communication: <https://beltline.org/procurement/#solicitations>
- **(Exhibit C)** ABI Disadvantaged Business Enterprise DBE Program: <https://beltline.org/procurement/#solicitations>
- **(Exhibit D)** S.A.V.E. AFFIDAVIT UNDER O.C.G.A §50-36-1(e)(2) ATLANTA BELTLINE, INC. AFFIDAVIT: <https://beltline.org/procurement/#solicitations>
- **(Exhibit E)** Subcontractor Affidavit under O.C.G.A. § 13-10-91 <https://beltline.org/procurement/#solicitations>
- **(Exhibit F)** Disadvantage Business Enterprise (DBE) Utilization Plan: <https://beltline.org/procurement/#solicitations>
- **(Exhibit G)** Sample Agreement(s): <https://beltline.org/procurement/#solicitations>

Please download all submission forms, along with the documents produced for above items 1-11, and compile them into a single pdf document for submission.

***Your submittal will be rejected if it does not adhere to these requirements.**



Open Call for Art on the Atlanta BeltLine 2019 Exhibition Technical Positions

TIMELINE

Call for artist proposals published:

February 25, 2019

*** Information Sessions:**

February 23, 2019 @ The Bakery
March 6, 2019 @ Kai Lin Art
March 23, 2019 @ Atlanta BeltLine, Inc.
Office
April 13, 2019 – EST Walking-Tour
April 17, 2019 – WST Walking Tour
February - March @ Local NPU
Meetings

*Location(s) Addresses below

Deadline for submissions:

5:00 pm, EST Friday, April 26, 2019

Panel review:

Week of May 06, 2019

Accepted entries notified:

Monday, May 19, 2019

Artist orientations and Contract Signing:

Week of May 28, 2019

Installation period:

Begins July 2019

Exhibition opens:

July 2019

Lantern Parade:

September 21, 2019



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INFORMATION SESSIONS

To provide additional information and answer any additional questions about the proposals, information sessions will be hosted at several locations, including:

Dates and location:

1:30 p.m., February 23, 2019

Location: The Bakery

825 Warner St SW, Atlanta, GA 30310 (Westside Trail)

6:30 p.m., March 6, 2019

Location: Kai Lin Art (Westside)

999 Brady Ave NW #7, Atlanta, GA 30318

10:00 a.m., March 23, 2019

Location: Atlanta BeltLine, Inc. Office (Downtown)

100 Peachtree St. NW | Suite 2300 | Atlanta, GA 30303

***Note: We are easily accessed by MARTA using either Five Points or Peachtree Center Stations (There are pay lots available near the building for those who are driving). See GPS input above.**

10:00 a.m., April 13, 2019

Location: Atlanta BeltLine Westside Trail

***Note: We will meet at Westside Trail entrance at Lena St**

5:00 p.m., April 17, 2019

Location: Atlanta BeltLine Eastside Trail

***Note: We will meet at Park Tavern and walk South**

Online – A video session will be available on ABI's website (www.art.beltline.org).



EVALUATION CRITERIA:

All submittals will be evaluated on the completeness and quality of the content. Only those submittals that will provide complete information, as required will be considered for evaluation. The Evaluation Committee will generate a short list of submittals for evaluation.

Each submittal submitted will be evaluated on the following criteria using a numeric system:

- **Cover Letter**
- **Firm Description**
- **Proven qualifications and experience based on project(s) of similar scope**
- **Demonstrated experience and technical competence of the technical position(s) relative to the task requirements**
- **Capacity of the technical positions identified to provide the full range of skills needed for this project**

TERMS AND CONDITIONS:

By submitting qualifications, the firm (firm submitting qualifications) is accepting the following Terms and Conditions, and these terms and conditions shall form the basis of any contract awarded as a result of the publication of this RFQ:

1. The firm shall hold harmless ABI, Invest Atlanta, and the City of Atlanta against any and all claims, judgments or liabilities to which they may be subject as a result of any breach of contract or negligence associated with, arising from, or relating to the submission by responder of a submittal in response to this RFQ;
2. The firm agrees that its status shall be that of an independent contractor, and neither it nor any of its employees or subcontractors is or shall be an agent, servant or employee of ABI, Invest Atlanta, or the City of Atlanta;
3. The firm agrees that ABI shall be permitted to use and reproduce images, videos, and recordings, including music, of the selected projects for promotional purposes;
4. All submissions become the property of ABI;
5. A Federal Form W-9 for tax payer identification number and certification shall be required, along with other required documents; and
6. Evidence of participation in a federal work authorization program, as required by O.C.G.A. §13-10-91 and completion of a S.A.V.E. Program Affidavit in compliance with O.C.G.A. §50-36-1 (e) (2).



PROTESTS:

Any protest of the RFQ solicitation documents or process shall be submitted for resolution to:

Atlanta BeltLine, Inc.
Procurement Officer
100 Peachtree Street NW, Suite 2300
Atlanta, GA 30303.

Such protest shall be in writing and shall be supported by the information necessary to enable the protest to be considered. A protest will not be considered if it is insufficiently supported or it is not received within the time limits specified herein. A protest based upon terms, conditions, or form of a proposed procurement action shall be submitted so that it is received by ABI no later than five (5) calendar days following notification of the action by ABI. A written final determination on any protest will be rendered by ABI and will be provided to the protester as soon as practicable.

ABI reserves the right to cancel any and all solicitations and to accept or reject, in whole or part, any and all bids when it is for good cause and in the best interest of ABI, or if any or all bidders are considered non-responsive/non-responsible, or if funding for the project is not made available. The procurement process may be revised at any time during the solicitation, evaluation, selection and negotiation phases leading up to an executed contract. ABI will not be responsible for any cost of the bidder associated with the preparation of its bid.