



CITY OF JOHNSTOWN

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Responses to Questions - RFQ: Call to Artists

10/25/2024

City of Johnstown

Department of Community and Economic Development

Full RFQ : [Johnstownpa.gov/bids-rfps-and-rfqs/](https://www.johnstownpa.gov/bids-rfps-and-rfqs/)

Submission details can be found on page 8.

Submission deadline: November 8, 2024

Responses to Questions

Question 1: Can you please be more detailed on the submission application requirements: e.g. Team bios and number of pages; Team resumes and number of pages; Number of work sample images. / Could you please confirm whether only one work sample is required, as stated on publicartist.org?

Response: There is no limit to the number of pages for resumes or work samples submitted. While the RFQ does not specify a limit on this, all submissions must include the following:

- Artist Resume/CV (including contact information)
- Artist Statement of Interest
- A narrative describing your vision and approach to art, points of inspiration, thoughts on materials, durability of your artwork, and plans for maintenance or future sustainability
- Artist Portfolio showcasing relevant projects, including details such as size, material, cost, completion date, location, and team (if applicable)
- Professional websites and/or social media accounts
- Professional References (up to five)
- Description of any community engagement experience

Please ensure that all of these criteria are satisfied in your submission.

Question 2: Could you send the submission instructions or connect me to a link to the project application? I was unable to find an “Apply to” button on Public Artist website. All submissions should be emailed to: Forms@johnstownpa.gov

Response: Submission instructions can be found on page 8 of the RFQ.

<https://www.johnstownpa.gov/bids-rfps-and-rfqs/>

Question 3: For this RFQ do you only require 1 image example of previous work?

Response: Submissions may include either a single image or multiple images, based on your preference. There is no specific requirement regarding the number of previous work samples.

Question 4: I am writing to request application forms for the Connecting Public Art to Infrastructure Enhancement RFQ. And to clarify that the application requirements listed on the publicartist.org website are only:

Biography

Resume: 1 page(s) maximum

Work examples: 1

Response: Submission instructions can be found on page 8 of the RFQ (<https://johnstownpa.gov/bids-rfps-and-rfqs/>). There is no limit on the length of a resume or number of work samples, though all submissions must include the following:

- Artist Resume/CV (including contact information)
- Artist Statement of Interest
- A narrative describing your vision and approach to art, points of inspiration, thoughts on materials, durability of your artwork, and plans for maintenance or future sustainability
- Artist Portfolio showcasing relevant projects, including details such as size, material, cost, completion date, location, and team (if applicable)
- Professional websites and/or social media accounts
- Professional References (up to five)
- Description of any community engagement experience

Question 5: Is additional information, a letter of interest and additional work examples sought or allowed?

Response: Yes, an artist statement of interest is required as per the RFQ submission requirements on page 8. Supplementary work examples are allowed. We encourage you to provide any relevant materials that showcase your qualifications and experience.

Question 6: I noticed in the application requirements it listed 1 work sample. Is this correct? Or would this be an error and its supposed to be 10?

Response: Thank you for bringing this to our attention. The submission requirements do not specify a set number of samples - You can find the detailed requirements in the attached RFQ at: <https://johnstownpa.gov/bids-rfps-and-rfqs/>, specifically on page 8. It appears there was an error on

the site that mistakenly limited responses to a specific sample amount. We apologize for the confusion and any inconvenience this may have caused.

Question 7: I see the email address to submit forms but I am missing the actual link for the forms to submit. I clearly read the Application requires a work sample as well as biography and resume, but also noticed a questionnaire was mentioned. Might you be able to direct me to the forms?

Response: The complete RFQ can be found at <https://johnstownpa.gov/bids-rfps-and-rfqs/>, with submission requirements outlined on page 8. Additionally, the questionnaire referenced is intended for the artist selection committee that will be reviewing the RFQ proposals. There is no questionnaire as part of this RFQ process. All submissions should be sent to: Forms@johnstownpa.gov.

Question 8: I'd like to submit an application for the "Connecting Public Art to Infrastructure Enhancement" project. But your listing on www.PublicArtist.org (<https://www.publicartist.org/artist/call.cfm?id=6901>) does not provide necessary application instructions.

Response: Submission instructions can be found on page 8 of the RFQ - <https://johnstownpa.gov/bids-rfps-and-rfqs/>

Additional Information

If you have further questions or require additional clarification, please do not hesitate to contact: Nina Ndichu - Director of Planning, DCED at ndichu@johnstownpa.gov or forms@johnstownpa.gov.

814-539-2504 Ext 110

Thank you for your interest in this project. We look forward to your submission.

