



## **Teaching Artist Mural Opportunity Request for Proposals**

### **Mural at the Youth Services Center of San Mateo County San Mateo, CA**

Release Date: May 23, 2024

**Applications due: June 20, 2024, by 5 pm PDT**

#### **About the Youth Services Center:**

The Youth Services Center (YSC), which includes a juvenile detention facility, opened in September 2006. While at the YSC, youth can participate in many programming options, ranging from trauma-informed social and emotional learning programs to job readiness and life skills workshops to yoga and creative arts classes. Some are provided by outside agencies, some by volunteers, and some are led by staff. Through participation in programming, youth learn valuable coping and life skills.

**Project:**

The County of San Mateo County (County) is seeking an experienced Bay Area-based (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties) teaching mural artist to guide youth residents aged 14-24 to paint a mural at the Youth Services Center in San Mateo. Youth residents will design the mural before the artist enters into this contract. The teaching mural artist will facilitate the transfer of the design(s) to the wall site and work with the residents to paint the mural. The teaching mural artist will support youth as they develop concepts and designs.

Two walls have been identified as possible sites with measurements of 17 ½ ft x 8 ½ ft and 17 ft x 10 ft. located in the Admissions Unit. One of the walls will be chosen for the final product. The wall surface is painted concrete.

A website about this Project is available at <https://www.smcgov.org/ceo/public-art-projects-and-calls-artists>.

**Budget:**

An artist's fee of \$25,000 is available for this Project. Artists are responsible for providing all materials and equipment required to complete the Project.

**Required Qualifications:**

To be considered for this Request for Qualifications, the artist or team must meet the following criteria:

- Artist must have experience working with youth, preferably in the juvenile justice system and in the arts;
- **RESIDE IN ONE THE 9 BAY AREA COUNTIES:** Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties;
- Able to furnish all supplies, materials, and installation of the artwork;
- Willing to work collaboratively with government staff in a professional manner;
- Able to pass a background check.

The successful candidate for this position will have experience working with youth on murals, specifically with similar populations, and pass a background check. The successful candidate must agree not to disclose the identity of any youth at the facility or to divulge any information from which a youth's identity could be surmised. *Artists of color and BIPOC, women, gay/lesbian/transgender/non-binary, members of historically marginalized groups, and those who have experienced being a part of the juvenile justice system are encouraged to apply.*

**Requirements:**

All proposals must include the following:

1. Professional resume
2. Letter of interest, including a short description of past work experiences relevant to this project.

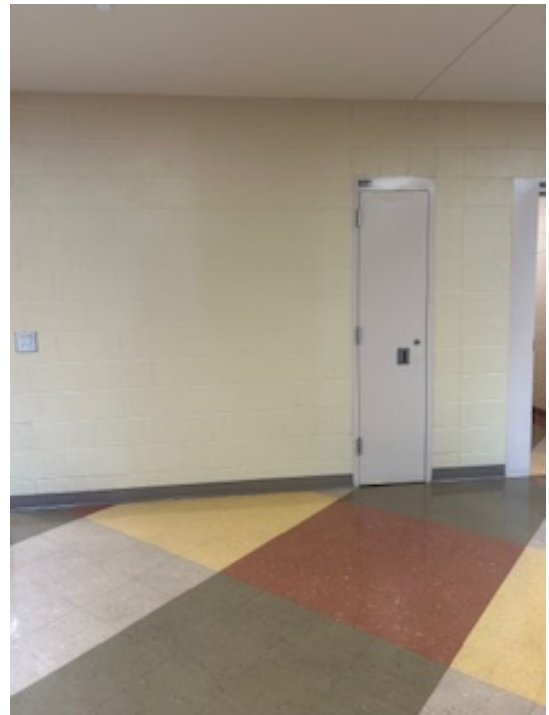
3. Up to five (5) images of similar previous work on murals
4. A detailed budget, including materials and artist fees.
5. Three (3) references.

**Incomplete applications will not be considered.**

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**Location/Site:**

The Youth Services Center (YSC), which includes a juvenile detention facility, opened in September of 2006 and is located at 222 Paul Scannell Drive in San Mateo, CA. The YSC contains an admissions unit, seven living units, a kitchen and dining room, a health and dental clinic, a fully accredited school, and a gym and outdoor recreation area.



**Measurements of walls:** 17 ½ ft x 8 ½ ft and 17 ft x10 ft. The wall surface is painted concrete.

**Timeline:**

- RFP Open and advertised to artists 5/23/24
- Deadline for Questions, Comments and Exceptions 6/13/24
- Deadline for RFP Applications 6/20/24
- Finalists notified 7/8/24
- Finalist interviews week of 7/15/24
- Artist notifications 7/24/24
- Work on mural begins no later than 8/12/24
- Mural completed no later than 10/14/24

**Review and selection process:**

A committee comprised of Youth Services Center-Juvenile Hall youth and staff, San Mateo County Arts Commissioners, and representatives from the San Mateo County Office of Education and Behavioral Health and Recovery Services will review proposals and choose three finalists for interviews/presentations. Finalists and the successful candidate must agree not to disclose the identity of any youth at the facility or to divulge any information from which a youth’s identity could be surmised.

**Finalist Interviews**

- Staff will invite the selected Artists to attend an interview. The Artist’s/Team’s presentation must include:
  - Artist statement and written reflections on working with this population, including past experiences
  - How the artists/teams will engage resident participants
- After the interviews, the committee will select one artist/team to receive the commission and contract for the project.

**Acceptance of Proposals:**

The County reserves the right to reject all applications and/or subsequent design proposals.

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are incomplete, are missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any remaining RFP requirements. Further, at any time in the evaluation process, the County may request clarifications from proposers. A responsive proposal conforms to the instructions outlined in this solicitation and any modifications to it. Non-responsive proposals will be rejected. The County, in its sole discretion, may waive non-consequential deviations if the deviations cannot have provided an advantage over other proposers.

**Ownership of Materials:**

It is the County’s intent to obtain ownership of rights to publish, display, reproduce, promote or sell any works of art created, solicited, donated, or commissioned by the County for public display. Unless

otherwise specified, submissions will be considered property of the County. The County in no way intends to abrogate any rights of the artist(s) to use and promote their work consistent with any intellectual rights they may have in the production.

**Instructions for Proposers:**

Questions, Comments, Exceptions

Proposers are to submit questions, comments, and exceptions, including notifications of apparent errors, to Mara Grimes, of the San Mateo County Office of Arts & Culture, at [mgrimes@smcgov.org](mailto:mgrimes@smcgov.org), by June 6, 2024, which is the Deadline for Questions, Comments and Exceptions. Questions and comments received after the deadline may not be acknowledged.

Request for changes

If requesting changes to a part of this solicitation, identify the specific words or phrases and the sections and paragraphs in which they occur by the Deadline for Questions, Comments and Exceptions. State the reason for each request and provide alternative suggested language. Failure to submit requests by the Deadline for Questions, Comments and Exceptions will be deemed a waiver of any exception. The County’s consideration of a suggestion does not imply acceptance. If sufficient proposals are received with no requested changes, the County may reject those requesting changes.

Revisions to the Solicitation

The County may cancel, revise, or reissue this solicitation, in whole or in part, for any reason. Revisions will be posted as addenda on <https://www.smcgov.org/ceo/public-art-projects-and-calls-artists>. No other revision of this solicitation will be valid. Proposers are responsible for ensuring that they have received all addenda.

Contact with County Employees

Violation of the following prohibitions may result in a proposer being found non-responsible, barred from participating in this or future procurements, and becoming subject to other legal penalties.

1. As of the issuance date of this RFP and continuing until it is canceled or an award is made, no proposer or person acting on behalf of a prospective proposer may discuss any matter relating to the RFP with any officer, agent, or employee of the County, other than through Mara Grimes, of the San Mateo County Office of Arts & Culture, or as outlined in the evaluation or protest procedures.
2. Proposers may not agree to pay any consideration to any company or person to influence the award of a contract by the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing the award of a contract.

Pre-proposal conference and site visits

If a pre-proposal conference or site visit is scheduled, answers to questions raised prior to and at the events will be posted at <https://www.smcgov.org/ceo/public-art-projects-and-calls-artists>.

### **Proposer Certifications**

By submitting a proposal, each proposer certifies under penalty of perjury that:

1. Their submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process; and
2. Proposer is able or will be able to comply with all requirements of this solicitation at the time of contract award; and
3. Neither proposer, its employees, nor any affiliated firm providing the requested goods and services has prepared plans, specifications, terms or requirements for this solicitation, or has any other actual or potential conflict of interest; and
4. Proposer is aware of the provisions of Government Code Sections 1090 *et seq.* and Section 87100 *et seq.* relating to conflict of interest of public officers and employees and is unaware of any financial or economic interest of any County officer or employee relating to this solicitation.

### **Withdrawal of Proposal**

Proposals may be withdrawn, modified, or replaced at any time prior to the Deadline for RFP Applications. After that time, whether or not a new solicitation is issued for the same subject matter, withdrawal of a proposal may preclude the proposer from participating in the procurement as a proposer.

### **No Commitment by County**

Neither submission of a proposal nor the County's receipt of proposal materials confers any right to the proposer nor any obligation on the County. This RFP does not commit the County to award a contract, nor will the County defray any costs incurred in preparing proposals or participating in any presentations or negotiations.

### **Contract Award**

#### Notice of Intent to Award

Once a decision has been made to award a contract to one or more proposers, the County will post a Notice of Intent to Award, notifying the remaining proposers of their non-selection. The posting may be inclusion of the recommendation to award as an agenda item on the Board of Supervisors schedule.

## Award Procedure

Contract negotiations are neither an offer nor an implicit guarantee that a contract will be executed. Any agreement reached will be memorialized in a formal agreement with the County, which will include the County's standard contract provisions, as reflected in the standard contract template attached as Exhibit "A" and incorporated by this reference.

## Commencement of Performance

After all parties have signed the agreement, the County will notify the proposer and performance may proceed. Prior to County execution of the Agreement, no County employee may authorize work. Any work performed prior to that time may be uncompensated.

## **Protests**

Protests that do not comply with the protest procedures outlined below will be rejected.

### Protest Eligibility, Format, and Address

1. Protests or objections may be filed regarding the procurement process, the content of the solicitation or any addenda, or contract award.
2. The County will only review protests submitted by an interested party, defined as an actual or prospective proposer whose direct economic interest could be affected by the County's conduct of the solicitation. Subcontractors do not qualify as interested parties.
3. Submit protests to Mara Grimes, of the San Mateo County Office of Arts & Culture, at [mgrimes@smcgov.org](mailto:mgrimes@smcgov.org).

### Protest Deadlines

Submit protests with any supplemental materials by 6/13/24 at 5 p.m. PST, as appropriate, on the deadlines set forth below. The date of filing is the date the County receives the protest, unless received after 5 p.m. PST, or on other than a business day, in which case the date of filing will be the next business day. Failure to file by the relevant deadline constitutes a waiver of any protest on those grounds. Supplemental materials filed after the relevant deadline may be rejected by the County.

1. If relating to the content of the solicitation or to an addendum, file within five (5) business days after the date the County releases the solicitation or addendum.
2. If relating to any notice of non-responsiveness or non-responsibility, file within five (5) business days after the County issues such notice.
3. If relating to intent to award, file within five (5) business days after the County issues notice of Intent to Award. No protests will be accepted once actual award has been made.

## Protest Contents

The letter of protest must include all the following elements:

1. Detailed grounds for the protest, fully supported with technical data, test results, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and
2. The law, rule, regulation, ordinance, provision or policy upon which the protest is based, with an explanation of the violation.
3. Protests that simply disagree with decisions of the Healthy Community Mural Project Committee Evaluation Committee will be rejected.

## Reply to Protest

The County will send a written response to the protestor and to any other party named in the protest.

## No Stay of Procurement Action during Protest

Nothing in these protest requirements will prevent the County from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

## **Public Records**

All proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.

Any contract arising from this RFP will be a public record. Further, submission of any materials in response to this RFP constitutes:

1. Consent to the County's release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
2. Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
3. Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
4. Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.



5. The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer. Proposers are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request. If submitting information protected from disclosure as a trade secret or any other basis, identify each page of such material subject to protection as “CONFIDENTIAL”. If requested material has been designated as confidential, the County will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges. Failure to seek a court order protecting information from disclosure within 10 days of the County’s notice of a request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold the County harmless for release of such information.

Requests to treat an entire proposal as confidential will be rejected and deemed agreement to County disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.

Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to the County, marked as confidential, and compliant with Government Code Section 6254.7.

For more information about the Youth Services Center Mural, please email [mgrimes@smcgov.org](mailto:mgrimes@smcgov.org).

[APPLY HERE](#)