



ARTS, CULTURE, AND HERITAGE COMMISSION AGENDA

November 15, 2023 at 5:40 PM

Wilsonville City Hall

PARTICIPANTS MAY ATTEND THE MEETING AT:

Wilsonville City Hall, 29799 Town Center Loop E, Wilsonville, OR
You can watch the meeting here: <https://us02web.zoom.us/j/84477254668>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Erika Valentine:
EValentine@ci.wilsonville.or.us or 503-570-1629
Individuals may submit comments by 12:00 PM on the day before the meeting date
via email to the address above, or may mail written comments to:
Erika Valentine - Wilsonville City Hall
29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER [5:40PM]

1. Roll Call

CONSENT AGENDA [5:42PM]

- [2.](#) Approval of Minutes: 10.18.23

CITIZEN INPUT [5:45PM]

STAFF UPDATE [5:45PM]

COMMISSION BUSINESS [5:50PM]

- [3.](#) Skatepark Mural RFQ Review (Valentine) [5:50PM]
- [4.](#) Small - Medium Projects Brainstorm (Valentine) [6:05PM]

ADJOURN

NEXT MEETING

Wed, Dec 6, 2023 6:00 PM

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Laura Ruggles, Program Coordinator at 503-783-7529 or

ParksandRec@ci.wilsonville.or.us: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aquellas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-783-7529.



ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

October 18, 2023 at 5:00 PM

Wilsonville City Hall

CALL TO ORDER [5:00 PM]

A Regular meeting of the Arts, Culture, and Heritage Commission (ACHC) was held at City Hall beginning at 5:00pm on Wed October 18, 2023. Chair Zundel called the meeting to order at 5:03pm followed by roll call.

PRESENT

Member Susan Schenk, Member Joan Carlson, Member Jason Jones, Member Angie Sims, Member Sageera Oravil Abdulla Koya

ABSENT

Member Benjamin Mefford, Member David Altman

EX OFFICIO/ CITY STAFF/ GUEST ATTENDEES:

Kris Ammerman, Parks and Recreation Director
Erika Valentine, Arts and Culture Program Coordinator
Bill Flood, Consultant
Ethan Picman, Library Manager

CONSENT AGENDA

Member Schenk made a motion to approve the September 20, 2023 ACHC minutes. Vice Chair Sims seconded the motion. Motion passed.

CITIZEN INPUT

There was no citizen input.

ARTS & CULTURE PROGRAM COORDINATOR UPDATE

Valentine provided an update on Harvest festival, Oregon Old Time Fiddlers Association Event, City Council, CCEP Grant Marketing, potential DEI collaboration, etc.

COMMISSION BUSINESS

Boones Ferry Park Project Overview (Valentine)

Valentine provided information on the Boones Ferry Park Project and how it came about from the Boones Ferry Park Masterplan. The ACHC had a discussion about this site as a location for future public art.

Public Art Program Research and Discussion (Flood)

Bill flood provided information on his research regarding several different local City's Public Art Programs including things like funding and staffing.

Performing Arts Booking Discussion for HS Theater (Valentine)

The ACHC discussed potential options to explore for booking performance groups.

ADJOURN

Meeting adjourned at 6:27PM

NEXT MEETING

Wed, November 15, 2023

DRAFT



Arts, Culture & Heritage Commission Staff Report

Date: November 15, 2023

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: Skatepark Mural Request for Qualifications (RFQ) Review

Recommended Action:

Review and provide feedback on Skatepark Mural RFQ.

Background:

The Wilsonville-Metro Community Enhancement Program (CEP) provides funding annually to complete projects that improve the City's appearance or environmental quality, increase reuse and recycling opportunities or improve recreational areas and programs.

Funds were awarded to complete a mural at the skatepark located in Memorial Park. The RFQ details the entire project and process and is what will be distributed for artists to apply and respond to.

Attachments:

Skatepark Mural RFQ



**City of Wilsonville Memorial Park Skatepark Mural – 2023/2024
REQUEST FOR Qualifications**

Proposals must be received by **DATE AT PM.**

Budget: \$15,000

Submissions must be submit through the online application form found here:

Questions? Email Erika Valentine, Arts and Culture Program Coordinator at
EValentine@ci.wilsonville.or.us or 503-570-1629

The City of Wilsonville, Oregon (“City”) is requesting Qualifications from a talented artist or artist team, with expertise in mural design and implementation services for exterior murals at Memorial Park Skatepark (Skatepark), located at 8100 SW Wilsonville Road, Wilsonville, OR 97070. The budget for this project is not to exceed **\$15,000**, which is inclusive of everything including but not limited to: time, labor, materials, travel expenses, etc. to be paid to the selected artist(s).

Deadline for Submittal

Proposals are to be submitted through TBD HERE by **DATE**. The proposals will then be evaluated and initially scored by a team consisting of City Staff and Arts Professionals.

Submittal Parameters

Artists or Artist teams replying to this Request for Qualifications are required to submit the following that will be used in the evaluation process:

- 1.) Statement of Qualifications Summary Form (found below page___)
- 2.) Artist Bio (maximum two pages) – Bio about you as an artist. Please include information on your artistic process and experience working with client(s) and the community.
- 3.) Artist Resume or CV – (maximum 2 pages) including relevant work experience to the project, and any website, Instagram, etc.
- 4.) Work Samples – (minimum 5 images, maximum 10 images) – visual representations of past artwork that demonstrate qualifications for this project. Please send photos as JPEGs and title image with first and last name.
- 5.) References (2 professional references)

WILSONVILLE PARKS & RECREATION

Phone 503-783-PLAY
Fax 503-682-2995

29600 SW Park Place
Wilsonville, OR 97070

www.wilsonvilleparksandrec.com
parksandrec@ci.wilsonville.or.us

About the City

Located at the southernmost end of the Portland metropolitan area, Wilsonville is the gateway to the Willamette Valley. Once a small farming community, Wilsonville is now a thriving city of more than 26,000 residents who enjoy the small-town charms of 'country living' just 17 miles from downtown Portland.

Site Location

The Skatepark is housed within Memorial Park, which is the City's oldest and largest park. The park borders the Willamette River and includes significant natural areas, as well as sports fields, courts, disc golf course, dog park, community garden, picnic areas, and more.

The mural at the skatepark will be on ALL outward / side facing walls along the perimeter (nothing inside the skateable area). The painted areas will be visible by vehicle traffic that enters the park and people on foot. The surfaces are concrete.

The mural will enhance not only the skatepark itself, but the overall park. This mural will be the first piece of public art in this extremely popular park.

Please refer to rendering and images on page ____

Description of Project Opportunity and Project Objectives

The goal of this project is to create a public art mural on the outward facing skatepark surfaces to enhance the visual appeal of the skatepark. The mural should bring vibrancy and excitement to the overall park and skatepark, while providing an opportunity for the community to experience art.

The project was funded through the Community Enhancement Project Grant which goals are:

- Improve the appearance of the community
- Result in improvement to, or an increase in, recreational areas and programs
- Benefit youth, seniors, low income persons and/or underserved populations

Additionally, the project will further Arts, Culture, and Heritage Commission (ACHC) mission which is:

"To enhance the Wilsonville community by supporting, advocating and advising on matters relating to advancing arts, culture & heritage. We strongly believe residents' lives are enriched and enhanced through a thriving arts and culture environment."

While there is not a specific theme for the mural, skate culture should be considered in the style of final designs. The Skatepark community in Wilsonville is extremely active, including an active Wilsonville Skatepark Association (Instagram @Wilsonville_skateparks).

If selected, Artist(s) will be responsible for:

- Mural design, clearly showing design on all different walls/sides
- Implementation – work consists of design and production of the work on-site, which must be executed by experienced artists. The murals will be painted directly on the outward facing walls. Properly prime and prepare any area approved for painting and apply a sealant and anti-graffiti coating to secure the longevity of the mural after final completion of mural. *Cost of Sealant/Anti-graffiti coating will be covered by The City.
- Coordination and consultation with Staff, Arts, Culture and Heritage Commission (ACHC) and other project stakeholders. Anticipate two public meetings where presentations will be required.
- Obtaining the necessary general liability insurance

Budget

The budget for this project to be awarded to the selected artist/artist team is to not exceed **\$15,000**.

Payment of the artist/artist team will be based on the following schedule:

- 50% of payment awarded following final execution of contract
- 50% of payment awarded at the completion of mural installation

Selection Process

Stage One: A team consisting of City Staff and Arts Experts will review and score the initial RFQ submissions.

The initial evaluation team will individually review, score and rank the submissions based on the following criteria:

- 1.) **Relevant experience with similar scale projects** (15 points max)
- 2.) **Previous body of work/ design aesthetic and artist excellence** (15 points max)
- 3.) **Process and experience working with client(s)/ the community** (10 points max)
- 4.) **References** (5 points max)

In addition to the above weighted criteria, feedback from provided references will also be considered and may be determinative in the selection process.

The top RFQ's will be then be forwarded onto the Selection Panel which consists of the 9 member Arts, Culture and Heritage Commission (ACHC) and 1 – 2 members from the skate community.

Stage Two: The Panel will select the top three to four artists or artist teams to advance to an RFP (Request for Proposals).

The Panel will be making their selection based on the following criteria:

- 1.) **Relevant experience with similar scale projects** (15 points max)
- 2.) **Previous body of work/ design aesthetic and artist excellence** (15 points max)
- 3.) **Process and experience working with client(s)/ the community** (10 points max)

The artists selected to advance to the RFO stage will be expected to submit proposals of their original detailed mural design (design showing all exterior walls/sides) and prepare conceptual drawings of the finished product of the site. These artists (or artist teams) will receive a **\$600** stipend for their design proposal work. Artists are encouraged to utilize this stipend for a site visit to the Memorial Park Skatepark. This stipend is separate of the \$15,000 total project budget for the finalist.

Top three to four designs may be posted to solicit community input via City’s ‘Let’s Talk Wilsonville’ Online Platform. The selection panel can take this community input into account when making their final selection, however community input that is received are not counted as votes.

The designs of these three to four selected artists (or artist teams) will be reviewed at an ACHC meeting by the Selection Panel. The artists will be expected to virtually (through zoom) present their designs and answer any additional questions from the Panel. All meetings will follow Oregon public meetings rules and practices.

After reviewing design proposals and receiving presentations, the Panel will be making their selection based on the following criteria:

- 1.) **Originality and Creativity of Design** (15 points max)
- 2.) **Artistic Merit of Design** (15 points max)
- 3.) **Design’s relevance to the site and community users** (15 max)

The Selection Panel will make the final decision on which artist/design is selected. Upon final selection, the artist or artist team will be required to enter into a contract with The City of Wilsonville.

Timeline (subject to change)

RFQ Issued	
RFQ Deadline	
ACHC First Panel Review Meeting	
Notice of Selection to Artists for Phase Two	
Phase 2 Designs Due	
ACHC Second Panel Review Meeting & applicant presentations	
Notice of final selection/ project award	
Contract Fully Executed	
Implementation and Project Completion	

Point of Contact

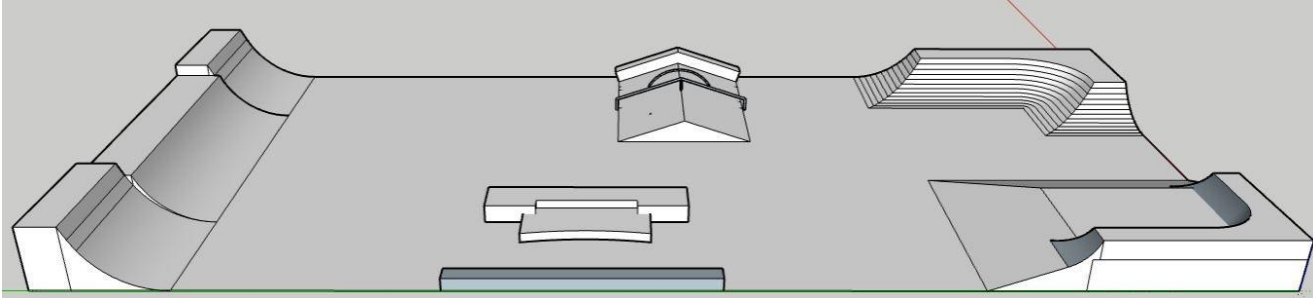
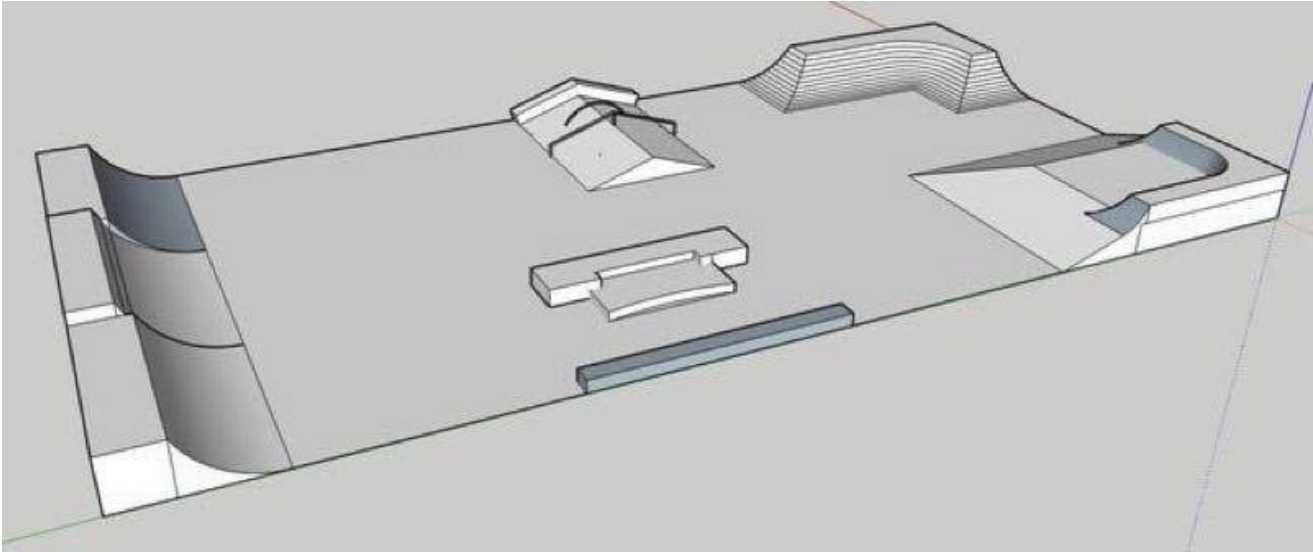
All questions or inquiries must be directed only to the following person:

Erika Valentine
Arts & Culture Program Coordinator

Direct: 503-570-1629
EValentine@ci.wilsonville.or.us

For the sake of fairness, Proposers are not to contact any other City staff or officials and may be disqualified from consideration for doing so.

Overall renderings



Images



Wall 1 (side of wall 2)

Wall 2





Wall 3 (side of wall 2)



Wall 4



Wall 5



Wall 6



Wall 7



Wall 8

Statement of Qualifications – SUMMARY FORM

GENERAL INFORMATION

Legal Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Social Media _____

Website _____

ACKNOWLEDGEMENT OF RFQ REQUIREMENTS AND CERTIFICATION

Amanda should write this..

Signature

Date

DRAFT



Arts, Culture & Heritage Commission Staff Report

Date: November 15, 2023

From: Erika Valentine, Arts & Culture Program Coordinator

Subject: Small – Medium size project brainstorm session

Recommended Action:

Brainstorm and discuss ideas for small – medium size projects. A list should be created for staff to work off of and some projects may be applicable for the Wilsonville-Metro Community Enhancement Program to offset funds.

Background:

Wilsonville-Metro Community Enhancement Program (CEP) Funds were received to complete the mural at the skate-park. The CEP is an annual opportunity so the ACHC should brainstorm potential ideas that could be investigated for future CEP applications.

The CEP requirements are as follows:

GOALS FOR COMMUNITY ENHANCEMENT PROJECTS INCLUDE:

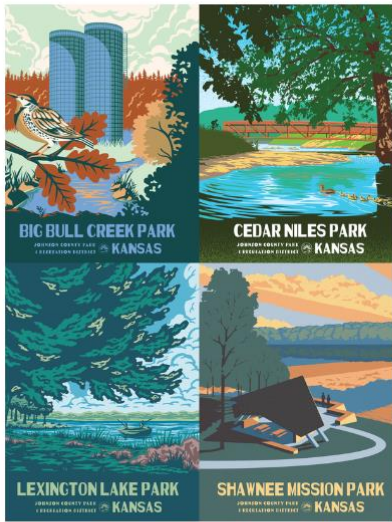
- Improve the appearance or environmental quality of the community.
- Reduce the amount or toxicity of waste.
- Increase reuse and recycling opportunities.
- Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization.
- Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- Result in improvement to, or an increase in, recreational areas and programs.
- Result in improvement in safety.
- Benefit youth, seniors, low income persons or underserved populations

Additionally, as general funds become available, the ACHC should brainstorm more temporary and/or community based projects that are lower in cost that may be implemented.

Staff has attached some project examples that they are familiar with as options and/or inspiration for the ACHC as they brainstorm.

Attachments:

Example Projects



"See JCPRD" Postcards | Set of 8 (2 of each image)
\$12.00

Shop Now



"See JCPRD" Folded Notecards with Envelopes | Set
of 4
\$12.00

Shop Now

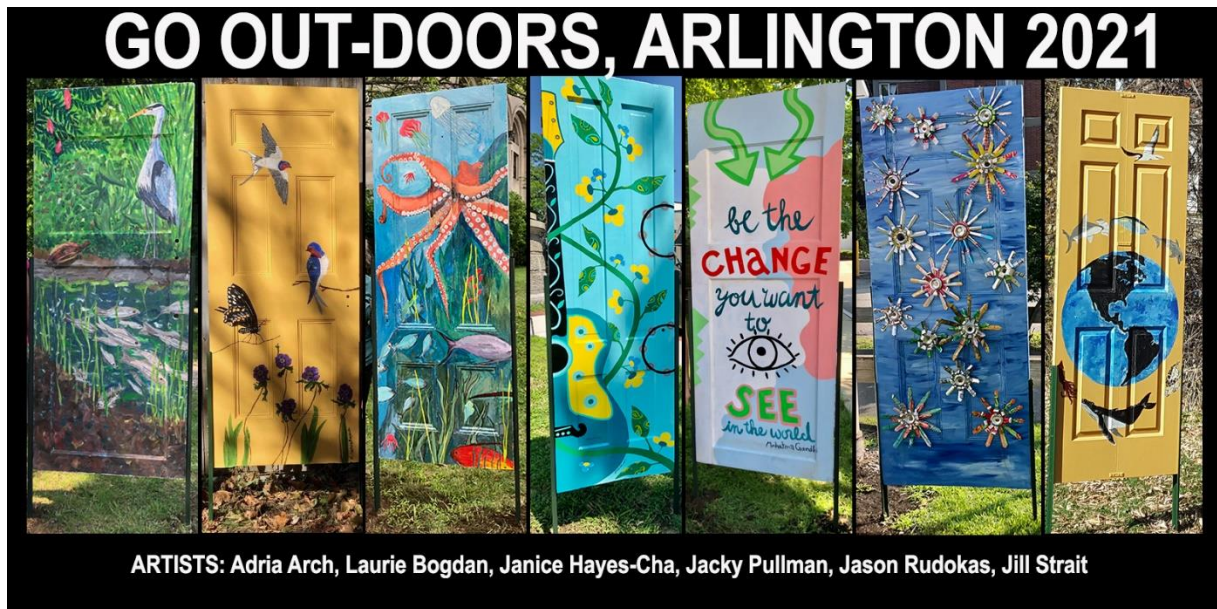


Big Bull Creek Park | "See JCPRD"
\$35.00 - \$250.00

Shop Now

Poster Contest of iconic Locations

<https://www.parksandgreenspaces.com/shop-see-jcprd>



ARTISTS: Adria Arch, Laurie Bogdan, Janice Hayes-Cha, Jacky Pullman, Jason Rudokas, Jill Strait

Out-Doors, art along Trails

<https://artsarlington.org/go-outdoors/>



<https://www.danville.ca.gov/785/Hearts-around-Hartz-2020>



Picture This

<https://www.sanramon.ca.gov/cms/One.aspx?portalId=10826130&pageId=16354691>



Street Banner Art

Photo is North Vancouver, Canada



Chairs – City of Carlsbad

<https://www.carlsbadca.gov/departments/cultural-arts/public-art/temporary-public-art>