**GENERAL**

The City of Duluth, herein after called “City”, is pre-qualifying artists for a public art project at Chester Park, located at 1801 E Skyline Pkwy, Duluth, MN 55812

The City seeks trained and experienced artists as provided in **Qualification Criteria**. Requests for Proposal (RFP) for actual work will be sent to only those parties who meet the City’s requirements.

Requests for Proposal (RFP) will be sent to 3 artists selected from among those submitting qualifications, based on the strengths of the materials submitted. RFQs submitted will be reviewed by the Ski Jump Memorialization Selection Committee which includes members of the Duluth Public Arts Commission. The RFP will be released in December of 2014.

**BACKGROUND**

Ski jumping has a long history at Chester Park, dating back more than 90 years. The Big Chester Ski Jump was built in 1924 and Little Chester in 1969. Over the years, Chester Park hosted thousands of ski jumpers, with locals representing Duluth in a number of Olympic competitions. In August 2014, the ski jumps were removed due to structural instability and continued deterioration. A commitment to retain what they meant to Duluth and the Park was made and efforts to memorialize their history are underway.

**PROJECTED TIMETABLE**

1. Request for Qualifications available – Monday, October 20, 2014.
2. Deadline for all RFQ submission materials – 2pm, Wednesday, November 12, 2014.
3. Announcement of finalists sent to all applicants – By Friday, November 21, 2014.
4. Subcontract with finalists – By Tuesday, December 2, 2014.
5. Informational meeting with finalists – Thursday, December 11, 2014.
6. Presentation of proposals by finalists – Wednesday, January 14, 2015.
7. Announcement of successful artist’s proposal – By Friday, February 6, 2015.

**QUALIFICATION CRITERIA**

The City of Duluth’s commitment to facilitate a process for memorializing the significant history of ski jumping at Chester Park in Duluth presents a significant opportunity to create a permanent public art installation. **Submissions accepted from artists** **within a 150 mile radius of Duluth, MN.** This project will be located within Chester Park.

**REQUEST FOR INFORMATION**

Requests for additional information shall be delivered to: Paula Reed, Community Relations Officer, City of Duluth, 411 W 1st Street, #403, Duluth, MN 55802 or preed@duluthmn.gov, (218)

730-5339.

**RESPONSE AND PRESENTATION COSTS**

The City of Duluth is not responsible for any costs incurred by any artist’s preparation of a response to this Request for Qualifications.

**REJECTION OF QUALIFICATIONS**

The City of Duluth reserves the right to reject any or all responses submitted when deemed to be in the City’s best interest.

**REQUEST FOR CLARIFICATION**

In the event the City believes that additional clarification of a response is needed in order for the City to make a determination regarding the response, the City shall submit a request for clarification in writing to the Artist. The Artist shall have two working days to provide the additional requested information. The Artist’s response shall be in writing.

**VALIDITY OF PROGRAM**

Responses shall remain valid for 90 days from the date opened.

**RESPONSE FORMAT**

The response shall be presented in the following format:

1. A one-page letter of interest describing your experience with collaborative work and your desired approach to this opportunity. Include all relevant contact information.
2. 5-10 digital images of your recent, relevant work (each file should not exceed 2 MB and be numbered and labeled with Artist’s last name).
3. A one-page biography.
4. A list and brief description of all work samples, in sequence (one page limit).

**Submissions must include one (1) hard copy of all materials and electronic copies on a disc. Please send directly to the City of Duluth Purchasing Division, City Hall Room 100, 411 West First Street, Duluth, MN 55802. Responses must be received in the Purchasing Division office by Tuesday, November 12, 2014 at 2:00 PM C.S.T.**

It is the responsibility of the Artist to identify information in their responses they consider confidential and, to the extent that the City agrees with that designation, such information will be held in strict confidence.

**REQUEST FOR PROPOSALS**

A Request for Proposals (RFP) will be released within 4 weeks of determination of prequalified Artists. All Artists submitting response to this RFQ will be notified via telephone or email as to their qualification status. Please ensure that as part of your response, you have given us a valid email address and phone number for future correspondence.

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**BACKGROUND**

The Duluth Ski Club was formally organized on November 21, 1905, when club founders—including architect John J. Wangenstein—met at Duluth’s St. Louis Hotel to create a ski club that would consist of mostly Norwegian immigrants, including legendary jumper Ole Feiring. The club held a few early tournaments on a hill in Hunter’s Park, but by 1907 it had acquired land in today’s Chester Park in an area known as Chester Bowl. There they built a ski jump. In 1908, Feiring set the U. S. record on the hill, jumping 112 feet. The slide blew over three times in the next ten years, and the club disbanded during World War I.

The ski club reorganized in 1922 and in 1924 built “Big Chester,” a 115-foot slide that was the largest in the world at the time. By 1940 the sport was so popular that tournaments were moved to the new WPA facility in Fond du Lac. More slides were added over the years, including two training hills. In 1969 a 55-meter jump was added, as was a 35-meter hill that would later be named Little Chester. In the early 1970s, Chester Bowl boasted five ski jumps. Over the years, many Olympic ski jumpers trained at Chester Park, including Jim Denney, Greg Swor, and Adrian Watt.

Duluth’s enthusiasm for ski jumping declined dramatically by the 1990s and while efforts were made to revitalize the ski jumping program, plans proved too expensive. The top portion of Big Chester was removed years ago, and in 2011 the lower portions of Big Chester and Little Chester were removed for safety concerns. At the same time, what was left of the 20-meter Rabbit Ears and the 10-meter Bunny Ears training jumps and scoring booths were demolished. In August 2014, the ski jumps were removed due to structural instability and continued deterioration.

Chester Park’s ski jumps were the training grounds for several national champions and members of the U.S. Olympic Ski Jumping Team The first slide at Chester was built by the Duluth Ski Club in 1907, but it blew down three times before World War I, and the club disbanded. It reorganized in 1922 and built a larger slide at upper Chester. In 1924 that slide was replaced by what was then the largest ski jump in the world.

Additional information can be found at <http://www.chesterbowl.org/history/people/historical-timeline>

**Criteria for Public Art**

In addition to the statements above, the successful public art project for the Ski Jump Memorial should respond the following criteria:

• Art should address the context of the site

• Recognize the rich history of Chester Park and ski jumping

• Elicit emotion; create a sense of wonder and stimulation

• Interactive and engaging

• Engaging multiple senses

• Suitable for outdoors, changing weather conditions and extreme cold

**Eligibility**

**Artists must reside within a 150 mile radius of Duluth, MN.**

**Location of art installation**

Exterior site within Chester Park and within view of the former ski jumps. Exact location TBD.

**Current Situation:**

Exterior site within Chester Park and within view of the former ski jumps. Exact location TBD.

**Intent:**

A public artwork at Chester Park is intended to commemorate ski jumping at the park, as well as stand on its own as a singular and engaging work of art, which visitors will remember as a visual marker. It is a desire of the Memorialization Committee that some wood and/or metal from the original jumps be incorporated into the public art work.

**Estimated Budget: $15,000**

**RFP Process:**

The Ski Jump Memorialization Selection Committee will review applications. Three artists/finalists will be selected to prepare proposals for the project sites. Each selected artist will receive a $500 stipend as a creative fee and compensation for materials and travel expenses.

Following the short-listing of artists, an informational meeting and building tour will be held at the

Chester Park Chalet with the finalists, committee members and representatives from the ski jumping community.

Finalists will coordinate with City’s representative to prepare proposals that are complementary components of the Park, technically achievable, and responsive to the project’s budget and schedule.

Finalists will develop proposals for presentation to and review by the Memorialization Selection Committee. Each artist will have twenty (20) minutes to present his or her proposal that may be in the artist’s preferred media and format. In addition, each artist will provide a one-page summary sheet with a brief description of the project, estimated probable implementation costs,

a proposed implementation schedule, and any stipulations with regard to the proposal.

Based on the presented proposals, the committee will recommend an artist to commission for the project site. The City reserves the right to select the artist’s proposal that it deems to be best suited to the project and to reject any or all candidates.

**Implementation Phase:**

The successful artists will enter into contracts with the City for the fabrication and installation of the proposed art installations. This phase may also require design development based on recommendations of the Committee.

**Selection Criteria for the RFP Phase:**

• Quality of letter

• Quality of work samples

• Perceived ability of the artist to work collaboratively and successfully complete the project

**Please note:**

• Artists may submit as teams.

• The City, at its discretion, may select an individual artist or team.

**Response Number:**

14-31DS

**Closing Date:**

November 12, 2014

**Closing Time:**

2:00 P.M. C.S.T.

**Proposal Description:**

**Chester Park Ski Jump Memorialization**