

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

CC: 130
Amend No. _____

Date Prepared: June 12, 2008

Council Meeting Date: July 1, 2008

TO: Carl Swenson, City Manager

FROM: Grady Miller, Director of Communications and Public Affairs *Grady Miller*

SUBJECT: Award of a Contract to Jerry Allen and Associates for Conducting A Public Art Master Plan Study

RECOMMENDATION:

That the Mayor and City Council approve the award of a contract to Jerry Allen and Associates to conduct a public art master plan for an amount not to exceed \$75,000; and authorize the use of reserves from the Percent For The Arts fund and a budget amendment in the amount of \$75,000 from the General Fund Arts Commission Other Professional Services account 1000-0042-520099 to Percent For The Arts Other Professional Services account 1111-0120-520099.

SUMMARY:

In fiscal year 2007, the City Council approved a supplemental request for a public art master plan study. The purpose of the study is to conduct a comprehensive evaluation of Peoria's arts program and provide recommendations that will form the basis of a public art master plan. The arts master plan will then provide guidance and policy direction on a variety of arts-related matters.

Jerry Allen and Associates was selected from among five firms that submitted proposals for the project. The firm has an outstanding reputation in conducting and completing public art and cultural studies. Jerry Allen will serve as the project director of the study and will be actively involved throughout the entire project. The firm's past clients have included: Dallas, Texas; San Diego, California; Los Angeles, California; Denver, Colorado; Charlotte, North Carolina; San Antonio, Texas; Reno, Nevada; Minneapolis, Minnesota; Milwaukee, Wisconsin; and San Antonio, Texas; and several other cities.

A key component of the study will consist of citizen involvement. Jerry Allen and Associates will hold a variety of meetings and interview with citizens, stakeholders, and city officials on the front end of the project. After the draft master plan

CITY CLERK USE ONLY:

- Consent Agenda
- Carry Over to Date: _____
- Approved
- Unfinished Business (Date heard previous: _____)
- New Business
- Public Hearing: No Action Taken

ORD. # _____ RES. # _____
LCON# 15208 LIC. # _____
Action Date: _____

recommendations have been completed, Jerry Allen and Associates will hold additional public meetings before staff takes the final master plan to the City Council for review and adoption.

Prior to establishing his own consulting firm, Jerry Allen served as the visual arts coordinator for the King County Arts Commission (Seattle); the executive director of the King County Arts Commission; the director of cultural affairs for the City of Dallas, TX; and the director of the Office of Cultural Affairs in San Jose, CA. Mr. Allen has served on scores of art selection panels and has been a member of several National Endowment panels. He has served on the board of trustees of the National Assembly of Local Arts Agencies and both the Board of Directors and the National Policy Board of Americans for the Arts.

The source of funding for this project originally came from the General Fund. Staff is recommending utilizing funding from the Percent for the Arts reserves since the project is arts-related and appropriate for public art funding.

ATTACHMENT:

1. None



City of Peoria, Arizona

Notice of Request for Proposal

Request for Proposal No: **P08-0005** Proposal Due Date: **March 13, 2008**
 Materials and/or Services: **Arts Master Plan Study** Proposal Time: **5:00 P.M. MST**
 Contact: **Peggy Ferrin**
Ext.7780

Project No: Location: **City of Peoria, Materials Management** Phone: **(623) 773-7115**
 Mailing Address: **8314 West Cinnabar Avenue, Peoria, AZ 85345**

In accordance with City of Peoria Procurement Code competitive sealed proposals for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered, except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the offeror's name and address clearly indicated on the front of the envelope.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the *entire* Request for Proposal Package.

OFFER

To the City of Peoria: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.

For clarification of this offer contact:

Name: **Jerry Allen**

Telephone: **831-465-195** Fax: **831-465-1957**

Jerry Allen and Associates
 Company Name


 Authorized Signature for Offer

444 Hoover Road
 Address

Jerry Allen
 Printed Name

Soquel, CA 95073
 City State Zip Code

Principal
 Title

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is accepted by the City, subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1.) Request for Proposal issued by the City; 2.) Your offer in Response to the City's Request for Proposal; 3.) This written acceptance and contract award.

As the contractor, you are now legally bound to sell the materials and/or services listed by the attached award notice, based on the solicitation of proposals, including all terms, conditions, specifications, amendments and your offer as now accepted by the City. The Contractor shall not commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed Purchase Order or written Notice to Proceed.

Attested by:

 Mary Jo Kief, City Clerk

City of Peoria, Arizona. Effective Date: _____

Approved as to form:

cc: **L3C 070108**

Stephen M. Kemp, City Attorney

Contract Number:
L CON 15208

Contract Awarded Date _____

City Seal

Official File: _____

Carl Swenson, City Manager