



**TOWN OF HUNTINGTON – Public Art Initiative**  
**Request for Qualifications (RFQ #2016-10-011)**  
**Sweet Hollow Park Public Art Project**



**Submission Deadline: Friday, October 14, 2016**

**Open Call to Artists:** The Town of Huntington Public Art Advisory Committee has re- issued this project’s request for submission of qualifications from professional artists, following revision of the project budget and restriction of artist eligibility to a more limited geographic area. Submissions will be accepted from artists residing on Long Island, NY, or in the New York metropolitan area. Preference will be given to artists from the Town of Huntington and secondarily from the surrounding Long Island region of Suffolk and Nassau Counties.

**Project Site:** The project site is Sweet Hollow Park, an 8-acre municipal park whose construction is expected to begin in the summer of 2016 on the northeastern corner of the intersection of Round Swamp Rd. and Old Country Rd. in Melville (Sweet Hollow) within the Town of Huntington, Long Island, NY.

**Project Nature & Scope:** The public art component of this larger park development project is anticipated to be a sculptural element to be installed on the Entrance Plaza that extends from the parking area inside the Park’s main vehicular entrance off of Old Country Road (see attached Concept Plan 3).

It is anticipated that the selected artist will design, fabricate, and install a sculptural element that:

- Gives physical expression to narrative aspects of the origin and history of the “Sweet Hollow” community, as well as the story of the origin of the Sweet Hollow Park.
- Is constructed of durable materials suitable for an outdoor environment and resistant to both accidental damage and vandalism.
- Can be installed within a 10 ft. diameter area on the Entrance Plaza, which is flanked by low bluestone-capped seating walls allowing seated visitors to face inward toward the sculpture (see “Plaza & Exercise Equipment Layout Plans – Sheet 10.”)
- May, at the discretion of the selected artist, elect to incorporate the participation of students and/or other members of the Sweet Hollow community in selected aspects of the project’s design and/or fabrication.

It is anticipated that the selected artist will execute a two-phase agreement with the Town. The first phase would require the artist to conduct outreach to key project stakeholders to understand community expectations for the commissioned work, including understanding of the origin and history of the “Sweet Hollow” community and the story of the origin of Sweet Hollow Park, and to subsequently develop and submit for approval a design proposal appropriate for this project site. Following approval of the design proposal, the second phase of the contract would encompass the artist’s fabrication and installation of the project as approved.

**Projected Budget:** A budget of \$20,000 is available for this project, which is expected to cover all aspects of the commission, including design, fabrication, installation and related incidental costs.

**Insurance:** It is expected that the selected artist will be required to secure and maintain throughout the duration of this project insurance coverage comparable to the following:

- General liability coverage (\$2,000,000.00)
- Automobile liability coverage (\$1,000,000.00)
- Insurance covering the value of the materials and labor invested in the work in progress.
- Worker’s compensation and employer’s insurance (\$100,000), if artist has employees.

**Submission:** All submissions should include the following materials:

- **Examples of Prior Work:** Provide a minimum of 8 and a maximum of 16 images documenting prior work. Please include only completed and installed work, not proposals. Images must be submitted on a PC-compatible CD/DVD (portable USB drives will NOT be accepted) in JPEG format, 1920 x 1920 pixels at 72 dpi and no more than 1.8 MB each. Please mask in *black* any excess area within the 1920 x 1920 pixel “canvas” not utilized by your images. This square format insures that horizontal and vertical images will be scaled the same for viewing, eliminating format-based size discrepancies. Please name your image files with sequential two-digit numbers (e.g. 01, 02, 03, 04,...10, 11, 12) followed by the artist’s last name. Any additional information that the artist may wish to include in the image file name should be listed subsequent to these elements.

- **Image List:** A printed image list labeled sequentially by image number, artist's name, title of work, date, medium, dimensions (H x W x D), location, and any other significant information relevant to the work.
- **Resume:** A current professional resume, providing full artist contact information, including mailing address.
- **Cover Letter/Artist's Statement:** A brief cover letter or artist's statement summarizing the artist's approach to the design of similar public art commissions and/or prospective approach to design of this commission.
- **References:** The names, addresses, and phone numbers of a minimum of three (3) and a maximum of nine (9) professional references with knowledge of your work.

SUBMISSIONS WILL NOT BE RETURNED AFTER REVIEW. For clarification of any information in this RFQ, contact John Coraor, Director of Cultural Affairs, at 631-351-3099 ([jcoraor@HuntingtonNY.gov](mailto:jcoraor@HuntingtonNY.gov)).

**Submission Deadline:** Proposals must be received (NOT postmarked) at the following address no later than 12:00 noon, prevailing time, Friday, October 14, 2016 (NOTE: submission by fax or e-mail is NOT permitted):

Lori E. Finger, CPPB  
 Director of Purchasing  
 Town of Huntington  
 100 Main Street, Room 209  
 Huntington, NY 11743-6991

***(Proposer assumes all risk of delay in delivery of their proposal regardless of delivery method.)***

**Selection Process:** An Artist Selection Panel appointed by the Public Art Advisory Committee will review all submissions and recommend finalists in prioritized order to the Committee who will review and forward their recommendation for final approval by the Town Board based on the following criteria:

1. Quality of prior work as illustrated by submission materials.
2. Appropriateness of prior work to project site, nature & scope, and budget as described above.
3. Experience in successful completion of similar commissions.
4. Artist's residence (preference will be given to local & regional artists)

*(NOTE: The Town of Huntington, its Public Art Advisory Committee, and the Artist Selection Panel for this project reserve the right, as their interests may appear, to reject any or all applications or proposals, to reject any finalist, to waive informalities in applications or proposals, or to terminate the selection process without prior notice. Submitted materials will NOT be returned.)*

**Tentative Public Art Project Schedule:**

Submission deadline:	Friday, October 14, 2016
Notification/contract execution:	November-December 2016
Project Design/Development:	January-February 2017
Project Design Approval:	March-April 2017
Project Fabrication:	April-July 2017
Project installation:	Summer/Fall 2017

*The Town of Huntington Public Art Initiative was launched in 1998 to create a better visual environment for the citizens of Huntington by enhancing public spaces through the integration of the design work of artists with the development of Town public works projects whenever appropriate and feasible. The Public Art Initiative is guided by a Public Art Advisory Committee of nine citizens appointed by the Huntington Town Board.*

**Huntington Town Board**

Frank P. Petrone, *Supervisor*  
 Mark Cuthbertson, *Councilman*  
 Susan A. Berland, *Councilwoman*  
 Eugene Cook, *Councilman*  
 Tracey A. Edwards, *Councilwoman*

Feb 23, 2016 - 03:25pm  
 R:\Capital Projects\SWEEP\_HOLLOW\_PARK\DEVELOPMENT\PRELIM\_DESIGN\CONCEPT\_PLAN\_3.dwg



TOWN OF HUNTINGTON  
 DEPARTMENT OF ENGINEERING SERVICES

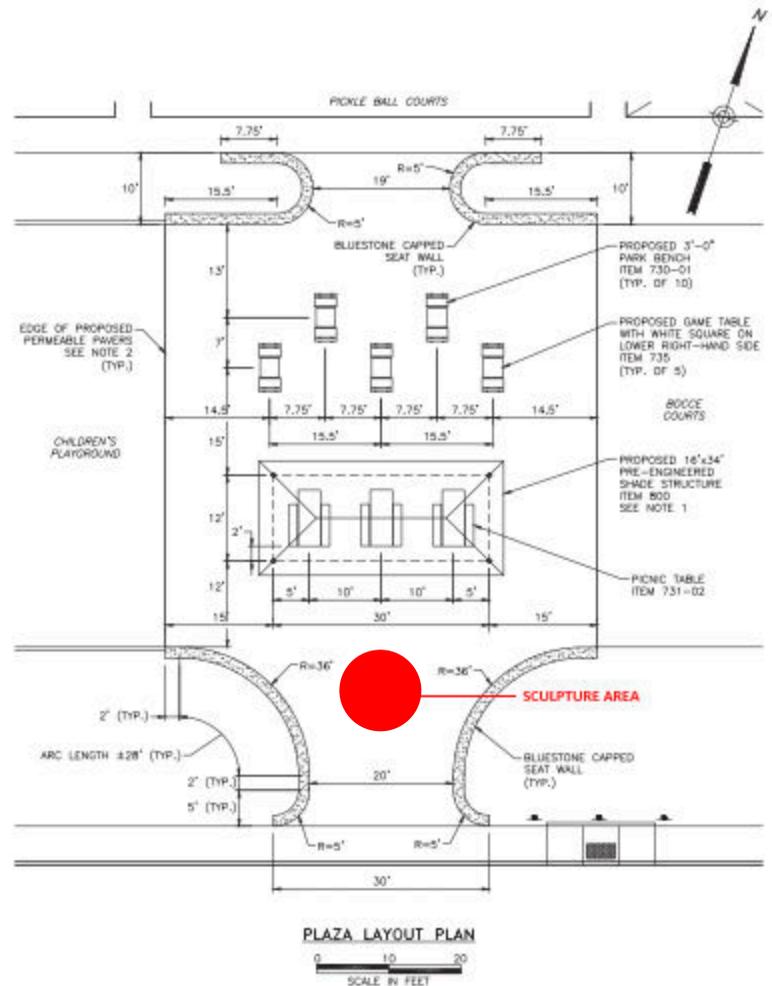
SWEET HOLLOW PARK

CONCEPT PLAN 3

Date: FEBRUARY, 2016	Drawn By: N. JIMENEZ
Designed By: N. JIMENEZ	Checked By: J. CLINE
Scale: AS SHOWN	Project No.: 14021
Sheet: 1 of 1	

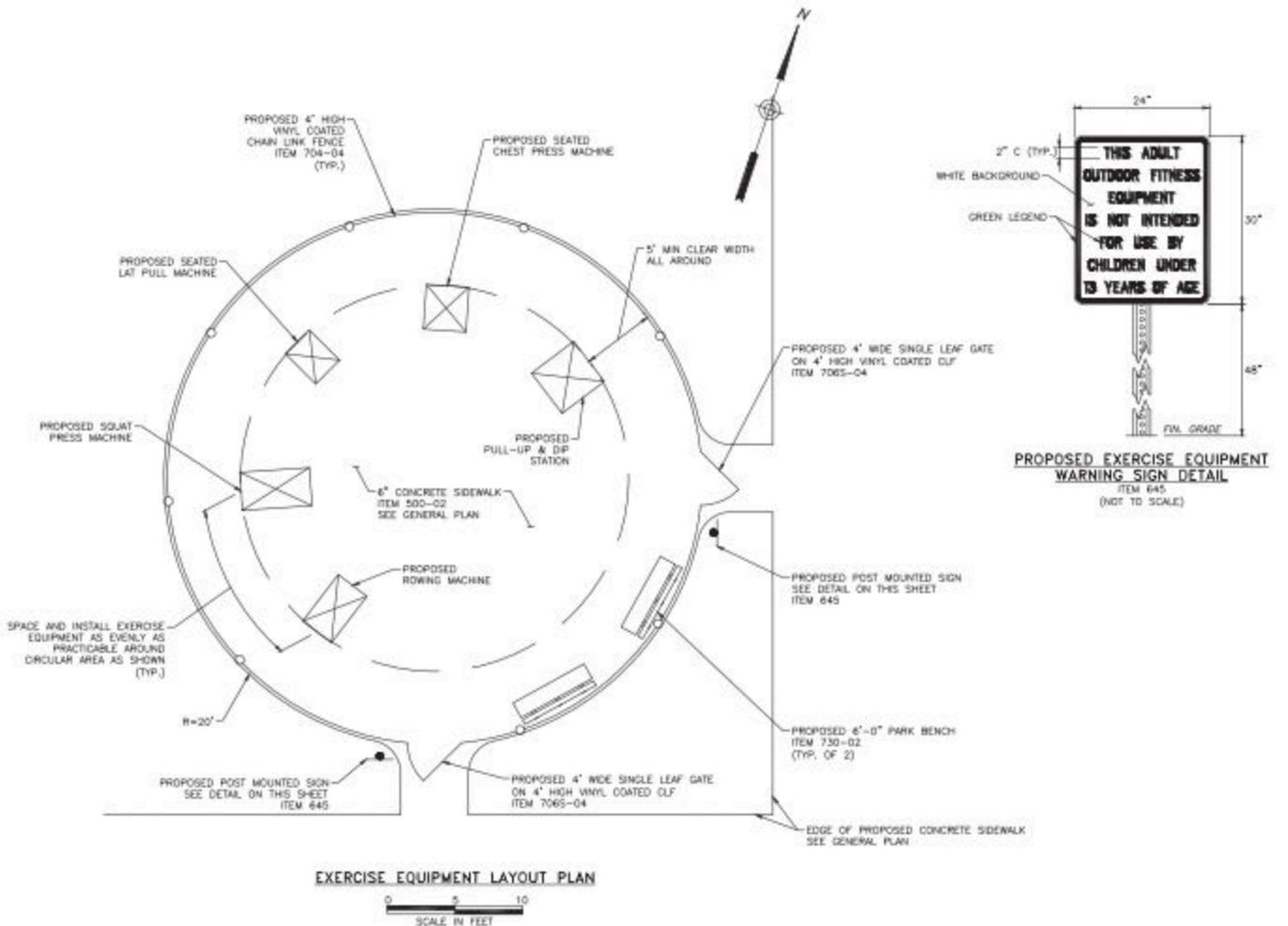


JUN 13, 2016 - 11:17 AM  
 R:\CAPITAL PROJECTS\SHEET\_HOLLOW\_PARK\DEVELOPMENT\_FINAL\_DESIGN\DWG\CONTRACT\_PLANS\10\_PLAZA\_LK\_EXERCISE\_EQUIPMENT\_LAYOUT\_PLAN.DWG



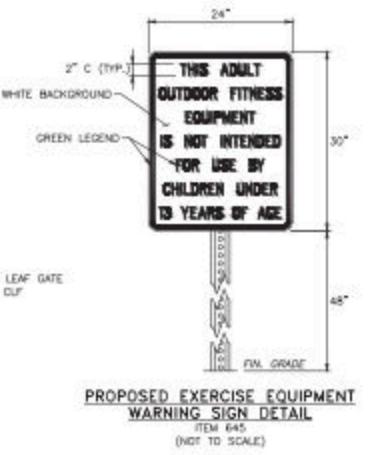
**PLAZA LAYOUT PLAN NOTES:**

- SHADE STRUCTURE TO BE TYPE AS-H AS MANUFACTURED BY RDP SHELTERS OR APPROVED EQUAL. -ROOF COLOR TO BE 'SLATE GRAY' -POWDER COATED MEMBERS TO BE 'ENCLOSURE BEIGE' SUBMIT FABRICATION DETAILS TO ENGINEER FOR APPROVAL PRIOR TO PURCHASE.
- REFER TO THE MISCELLANEOUS DETAILS AND OTHER CONTRACT PLANS FOR ADDITIONAL INFORMATION PERTAINING TO THE PROPOSED WORK DEPICTED ON THIS PLAN.



**EXERCISE EQUIPMENT LAYOUT PLAN NOTES:**

- EXERCISE EQUIPMENT TO BE TRACTIVE FITNESS EQUIPMENT AS MANUFACTURED BY TRACTIVE AMERICA OR APPROVED EQUAL. SUBMIT FABRICATION DETAILS TO ENGINEER FOR APPROVAL PRIOR TO PURCHASE. ALL EQUIPMENT PIECES SHALL BE SURFACE MOUNTED TO CONCRETE SLAB IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
- REFER TO THE OTHER CONTRACT PLANS FOR ADDITIONAL INFORMATION PERTAINING TO THE PROPOSED WORK DEPICTED ON THIS PLAN.



**TOWN OF HUNTINGTON**  
DEPARTMENT OF ENGINEERING SERVICES

Designed By: N. JIMENEZ				
Drawn By: N. JIMENEZ				
Checked By: J. CLINE	Date	By	Description	Approved By
Drawing Scale: AS SHOWN	REVISIONS			

**DEVELOPMENT OF SWEET HOLLOW PARK**

**PLAZA & EXERCISE EQUIPMENT LAYOUT PLANS**

Date: JUNE, 2016  
Project No.: 10005  
Sheet: 10 of 21