



801 – 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: www.sammamish.us

REQUEST FOR INFORMATION (RFI) City of Sammamish Arts Strategic Plan

Sammamish Arts Commission, an advisory board to the City Council of the City of Sammamish, is seeking information from consultants or consultant teams with specific experience in arts strategic planning and public art master planning. This is an initial step for the City and Arts Commission to primarily receive information on the type of plan they want to move forward within the near future and to see which consultants would be interested in submitting for this project.

Issued: June 1, 2019 - The City of Sammamish, Washington requests interested parties to submit responses for the above referenced Request for Information.

BACKGROUND

The City of Sammamish is located between Redmond and Issaquah, adjacent to the eastern shores of Lake Sammamish. Incorporated in August 1999, it is home to more than 64,000 people, with a land area of 23.5 square miles. A blend of small-town atmosphere with a suburban character, the City also enjoys a unique core of urban lifestyles and conveniences. It is characterized by quality neighborhoods, vibrant natural features and outstanding recreational opportunities.

PURPOSE

The City of Sammamish is only 20-years old and the Sammamish Arts Commission formally became an advisory board in 2003; the Commission and City are very young compared to surrounding cities in the area. Arts Commission aspires to develop goals and objectives, policies and procedures, financial strategies, public art plan and programs as a City through an Arts Strategic Plan. The next steps include the City implementing a Request for Proposals.

POTENTIAL SCOPE FOR AN ARTS STRATEGIC PLAN

Public Art Plan

- Identity possible locations for Public Art
- Categories and themes for Public Art
- Maintenance Plan for Public Art

Funding Sources/Strategies

- Ordinance of percentage for Art
- Public vs Private funding sources
- Comparable funding in surrounding cities



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Grant Programming

- Procedure and Application process

Facilities

- Available spaces for Art or Exhibit
- Public and Private Partnerships

Public Involvement

- Surveys and workshops
- Community Priorities
- Community Arts Profile

Donations

- Permanent and temporary Art
- Monetary funds from grants
- Monetary funds from private organizations

Staffing

- Part-time or Full-time staffing needs

Strategy

- Implementation
- Goals and Policies
- Project Management

RESPONSES

Responses are due by 3:00 p.m. on July 1, 2019 and should be mailed to Chris Jordan, Recreation Manager, 801 228th Ave SE, Sammamish, WA 98075 or emailed in a pdf format to the following email address:

cjordan@sammamish.us. Early RFI submittals will be read as they are received.

We are interested in learning more in-depth information on the process and procedure of an Arts Strategic Plan to develop all the essential aspects of Arts in the City and assist in developing a Request for Proposal. Responses to this RFI should include the following information:

1. Detailed response on your experience with Strategic and Master Plans. Please include examples.
2. What is your process on engaging community stakeholders to influence the creation of the Strategic Plan.
3. How would you go by identifying potential locations and opportunities for public Art? How in-depth would the information be (aerials or vetted sites)?
4. What's your experience is developing standards for donated artwork?
5. How would you identify best practices for funding sources in cities of comparable sizes?
6. What is the typical timeline to complete a plan to be adopted by the City?



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Complete Estimated Cost – Arts Strategic Plan

These topics would be considered in the scope of work for the Arts Strategic Plan. Please give individual estimated costs if possible or lump sum fee estimate as a whole. Feel free to add other elements or sub elements as needed to best reflect your total scope.

- Public Art Plan
- Funding Sources/Strategies
- Grant Programming/Procedure
- Public Involvement
- Donations – Art and Monetary Funds
- Staff Needs
- Strategy
- Implementation
- Goals and Policies
- Project Management

The City understands that the estimates provided are preliminary. The information provided here will only be used to budget appropriately for the strategic plan effort.

SUMMARY

This is a request for information (RFI) only to identify basic information and estimated cost for an Arts Strategic plan. This is not a request for proposal or invitation for bids but is considered as market research tool that will assist in development for RFP. Participation in this effort is strictly voluntary with no cost or obligation to be incurred by City of Sammamish. All submissions become City of Sammamish's property and will not be returned.

Questions should be directed to Chris Jordan, Recreation Manager at cjordan@sammamish.us or by phone at 425-295-0524.