

Arts, Culture & Heritage Commission Staff Report



Date: April 16, 2025

**From: Erika Valentine, Arts & Culture Program Coordinator
Raziah Roushan, Public Art Consultant**

Subject: Boones Ferry Park Public Art Project Request for Qualifications (RFQ) – Review and Scoring

Recommended Action:

The ACHC* ('Panel' or 'Committee') should read this staff report and RFQ to be familiar with the Boones Ferry Park (BFP) project details. Then review, provide feedback, and score the top 10 RFQ submissions being presented herein via the Call for Entry (CaFE) Portal. You will give each RFQ submission one score, from 1 through 7 (1 is low, 7 is high). Since up to 3 artists may advance to the Design Proposal stage, you may ONLY give up to THREE submissions a perfect score (a score of 7). Please only use whole numbers.

Scores must be completed by 10am on Monday April 14.

By the conclusion of the April 16, 2025 meeting the Panel will decide which 3 artists they would like to advance from Stage 2 to Stage 3 (Request for Proposal (RFP) / Design Stage) and enter into a contract with The City of Wilsonville.

Overview:

Thank you for participating in the Wilsonville Boones Ferry Park Public Art Review process. Reviewing Public Art initiatives for the City is a noble community service of providing your time, experience, and vision for how future generations will be inspired and engaged. The Boones Ferry Park RFQ received 105 qualified applications¹ by the deadline, February 12, 2025. Those submissions were reviewed by an internal body including: one Parks and Recreation staff member, one Parks and Recreation Advisory Board member, and two members of the ACHC who followed the same process outlined herein. Through the first review process held on February 27, 2025 the Panel determined the top 10 candidates which the ACHC are now responsible for reviewing in an effort to ultimately select up to 3 artists to advance to the RFP (Proposal) Design Stage.

Below are best practices and instructions to guide you through this process, and to prepare for the full meeting on April 16, 2025.

¹ There were 147 Artist applicants at the close of the RFQ application, February 12, 2025. A qualifying review was then performed by Valentine and Roushan. This preliminary review was an objective screening to ensure all submissions were completed as instructed in the RFQ. Requirements during this preliminary review included 1) identifying which zone(s) the Artist(s) were most interested in; 2) specifically responding to what interested Artist(s) about this opportunity; and 3) describing their methodology toward Public Art; as well as providing evidence of 4) a previous body of work/design aesthetic and relevant experience with large-scale public art projects through their Biography and/or visual work samples. After the internal screening, 42 applicants were removed from the jury due to ineligibility or incomplete submissions. The remaining 105 applicants were then presented to the Stage 1 Review Panel. The Panel was given 13 days to review and score applicants on a 1-20 scale wherein 20 was a high score and 1 being a low score. This Panel then met for two hours to discuss. From February 7, 2025 BFP RFQ Stage 1 Review Committee Summary.

Best practices as you begin the review process:

1. **Please score independently.** While ACHC meetings are public meetings and information is public record, please do not share or disclose application materials, contact information, nor scores with non-staff or non-review committee members. This is to keep the review process itself non-biased.
2. **Prioritize your time and energy to focus on your duty as a reviewer.** Find a comfortable space, and clear your mind of the day's chatter.
3. Remember, **you are a steward for the entire Wilsonville community.** It is not about what you *personally* like, but about what the community will come to love over time. Consider how Park visitors will engage with the new art as it relates to the Park, the surrounding natural landscape and proximity to trails, playground, open fields, and the various programs and events that take place in Boones Ferry Park.
4. **Exercise Fairness, Impartiality, and Remove Personal Bias or rigid subjectivity.**
 - a. The function of using a rubric scoring system is to be a great equalizer of varying jurors' opinions, preferences, and/or subjective tastes.
 - b. Exercise Fairness and Impartiality by honestly self-regulating [your] favoritism to a particular candidate; style; medium; and/or race, color, national origin, immigration or refugee status, heritage, culture, religion, sex, gender, gender identity, sexual orientation, marital status, mental and physical ability, age, and economic status. It is not only good practice as a steward for the City's interest, but also with respect to personal characteristics, required under law.
 - c. Inform Erika Valentine if you think you may have a conflict of interest with respect to a candidate, for assistance determining if disclosure of the conflict, or even recusal, is warranted². This may include financial benefit and/or familial relation. This is not applicable to simply being artists within the same or adjacent fields.
 - d. Each artist will have a unique voice in their portfolio. Approach scoring objectively by evaluating their submission materials to the Review Criteria below. Doing so ensures an equitable approach for all the applicants no matter their subject matter (figurative, abstract, etc.).
5. **Familiarize yourself with the RFQ scope and the installation site(s). The RFQ is included in this packet as well as linked.**
 - a. The RFQ can be found on the City's website³ as well as below in the packet.
 - b. Consider the overall site map, including Park playground, vegetation, the Willamette River, and natural areas.
 - c. This is a \$100,000 all-inclusive budget.
 - d. The final selected artist will be required to fabricate, deliver, and install their creation within the timeline of October 2025-October 2026. City staff across multiple departments are prepared to collaborate on the process.
6. Before beginning the actual scoring process, take a minute to **browse through all the submissions in this phase.** Doing this will provide you context for each artists' style and skillset among the grouping.
7. Next, **familiarize yourself with the scoring parameters** (details below).

² City Staff can help determine if disclosure or recusal is merited.

³https://www.wilsonvilleoregon.gov/sites/default/files/fileattachments/engineering/page/129265/boones_ferry_public_art_final_rfqs.pdf

8. Finally, remember to stretch and take breaks as needed.

The Review Criteria for this phase are the following 3 categories:

- Previous body of works;
- Relevant experience with large-scale public art projects; and
- Applicant's narrative responses

Reviewing and Scoring:

ACHC Members will use the **CaFE system (www.callforentry.org)** for the Stage 2 scoring of the 10 advancing artists. Each reviewer will be provided a unique login to the CaFE Portal (www.callforentry.org/login). Once logged in, reviewers will see the 10 candidates' completed RFQ materials on a Scorecard. Work through each applicant, and **save your progress** routinely as you proceed. Review both work samples (images) as well as the narrative essay questions. You may return to the CaFE portal to edit scores and review commentary at any time.

Scoring for this initiative utilizes an objective, rank-based numerical system. ACHC reviews will be a **1-7 score system, wherein 1 is low and 7 is high**. ACHC Members are instructed to limit their 'perfect' score (a 7 score) to **only three** candidates within their review. Otherwise, assigning a perfect score to more than three candidates per each reviewer may skew the overall deliberations.

Please complete your scoring and commentary within the CaFE portal by 10:00am, Monday, April 14.

This will then provide a ranked list as a starting point for full ACHC discussion. This will ensure meaningful and efficient conversations for the entire panel meeting. Through discussions, reviewers may also adjust their scores if desired during the meeting.

April 16, 2025 ACHC Meeting Expectations:

The April 16 ACHC Meeting is when the ACHC will officially discuss and select up to three (3) candidates to advance into the RFP Phase. The meeting will include reviewers providing poignant feedback to Staff as they oversee the administrative steps. There will be a briefing of the scope of the project, a report on how Staff completed Stage 1 of reviews, and then facilitated discussions for this Stage 2 scoring and consensus.

The discussions will begin by displaying the aggregated scores from the Committee's reviews, sorted from highest to lowest. This reflects and acknowledges the prior work, time, and effort accomplished individually through reviewing RFQs. We will remove lowest ranked candidates at this point, and focus further discussions on the higher ranked candidates within the grouping. Discussions are aimed at sharing positive and constructive criticism by Committee members to build majority vote on whom should advance. The ACHC should keep in mind that candidates will likely be in attendance both in person and over zoom as this is a public meeting.

Pending the steadfastness in the top ranked candidates, the Committee may determine if it would like to discuss any wavering candidates in the mid-score range. In all cases, this meeting is not intended to deliberate all the eligible candidates as that work was already completed during the scoring portion in advance of this meeting. The Committee will need to make a motion and take a vote; the motion will state the names of the artists they would like to advance to the RFP stage.

In closing the April 16 Meeting, staff will record the results then notify candidates about their status. It is at this point that selected artists will begin official designs for the Boones Ferry Park Public art endeavor. Selected artists will be compensated \$1,500 each for their time preparing their RFP submissions.

Staff will be holding a Site Walk and Meet and Greet with Community Engagement for advancing Artists on May 21. This is an opportunity for Artists to ask specific questions per site conditions, as well as engage with Wilsonville community to inspire designs. Formal proposals are due to the City by August 20, 2025. This same Committee of ACHC Members will also review the RFP submissions to determine the one artist to be awarded the Contract.

Attachments:

- Boones Ferry Park RFQ as published and responded to.
- RFQs exported from CaFE:

Artist/ Art Teams	Discipline
Alkanoglu, Volkan	Sculpture, Colorful
Averbuch, Ilan	Sculpture
Beeman, Pete	Mixed Media Sculpture, Kinetic
Kurtzman, Todji	Sculpture, Abstract Figurative
McJunkin, Lin	Mixed Media Sculpture
Rench, Chris	Sculpture
Taves, Sue	Sculpture, Natural Stone
Trimble, W. Scott	Sculpture
Wu, Sumi	Mixed Media Sculpture
Zupan, Suzie (correspondent for team Ben Dye and Travis Pond)	Sculpture, Metal, Representational

The terms “Artist,” “Applicant” and “Candidate” are used interchangeable to describe an Artist or collectively for an Art Team in this process.

Acronyms:

ACHC Wilsonville’s Arts, Culture and Heritage Commission
BFP Boones Ferry Park
CaFE Call For Entry www.callforentry.org
RFP Request for Proposals
RFQ Request for Qualifications