

REQUEST FOR PROPOSALS
Seeking Consultant to Manage the San Francisco Monuments and Memorials
Advisory Committee Review Process

The San Francisco Arts Commission is seeking a consultant or consultant team to support the work of the Monuments and Memorial Advisory Committee (MMAC). The MMAC is being convened by the Arts Commission as part of its fulfillment of Mayor London Breed’s directive to the San Francisco Arts Commission (SFAC), the Human Rights Commission and the Recreation and Parks Department. The MMAC is charged with establishing criteria to examine the history of monuments in the public realm in San Francisco, the individuals, events and ideals they venerate and how the narratives associated with these monuments align—or do not—with San Francisco’s values today. This advisory body will review the monuments and memorials within the Civic Art Collection to develop such criteria. This analysis will be positioned from a racial equity perspective. In addition to its deliberations, the MMAC will be conducting a parallel, open, public process and hosting hearings that center BIPOC and community voices with a diversity of expertise and lived experience.

SFAC seeks proposals from consultants demonstrating successful experience in providing stakeholder outreach, engagement and facilitation services and related research and analysis in support of the MMAC. The consultant’s responsibilities will be in three areas: 1) research, analysis and facilitation; 2) community outreach and public engagement; and 3) drafting of final report and committee guidelines and recommendations. The consultant may, at their discretion and with the approval of the Arts Commission, engage subcontractors to support this work. The MMAC's scope of work is available here:

<https://www.sfartscommission.org/sites/default/files/Civic%20Art%20Collection%20Monument%20Evaluation%20Scope%20of%20Work%201.29.21.pdf>

Timeline

This work will occur over a nine-month period from April-December 2021, with 5-6 MMAC meetings and 3 public listening sessions from May-October 2021. The consultant is expected to begin the community engagement process no later than June 2021. The final report is due to the Arts Commission by December 31, 2021.

Estimated Contract Amount

The estimated contract amount for this project is \$25,000, including all fees, expenses and subcontracts.

Location

Due to the COVID 19 pandemic, work is expected to occur remotely through the City’s Microsoft Teams and Webex platforms. Should conditions change so that in-person meetings can resume, some future meetings may be held at 401 Van Ness Avenue or City Hall.

Scope of Work

Research, analysis and facilitation responsibilities include:

- Plan, coordinate, provide facilitation services for and manage 5-6 MMAC meetings and additional related public meetings. The goal of public meetings is to encourage collaboration and partnership between MMAC and members of the public. The

consultant should facilitate with an emphasis on consensus building and conflict resolution

- Take minutes for MMAC and public meetings and distribute to attendees; work with SFAC staff to post minutes on SFAC's website
- Collect and compile data captured during these meetings, including surveys and other means of public comment. This information will be incorporated as part of the findings presented to the MMAC and SFAC
- Work with SFAC Civic Art Collection staff to assemble and summarize historical background materials on four monuments to be used as case studies by the MMAC in developing and testing their criteria

Community outreach and public engagement responsibilities include:

- Stakeholder outreach, engagement and facilitation in support of the implementation of public meetings
- Publicize opportunities for public participation at MMAC meetings, ensuring that outreach is specifically directed towards BIPOC (Black, Indigenous and people of color) neighborhoods, communities and individuals in San Francisco
- Work with SFAC staff to develop and distribute public surveys about monuments and memorials in San Francisco, using multiple methods (online, mail, phone, etc.) to identify the perspectives of those with the most marginalized and underrepresented voices
- Prepare and conduct presentations at public-facing events and meetings

Final report responsibilities include:

Draft and submit final report to SFAC by December 31, 2021. The final report must include:

- Draft of proposed guidelines
- Evaluation methodologies and recommendations for actions to be taken relative to the case-study artworks
- Historical background on case-study monuments
- MMAC meeting data and public comments captured throughout the process

Desired Knowledge, Skills and Abilities

- Excellent writing and communication skills
- Working knowledge of the visual arts in general and public art specifically, including familiarity with issues and best practices around national monument evaluation and removal; familiarity with the processes undertaken by other municipalities regarding the evaluation of their controversial monuments is a plus
- Knowledge and experience related to racial equity and social justice, particularly in terms of the arts in general and public art monuments specifically
- Demonstrated ability to organize and implement public meetings, particularly in relation to engaging BIPOC communities in San Francisco
- Strong ability to facilitate difficult conversations, build consensus and manage/resolve conflict

How to Apply

Please email the materials listed below as a single PDF to ART-info@sfgov.org. Use the following subject line: “MMAC Consultant Application.” Applications will be accepted until the deadline of April 26, 2021. A complete application consists of the following:

- Letter of interest (no more than 2 pages)
- Proposal, including hourly fees and budget (no more than 3 pages)
- Resume (no more than 3 pages)
- References (contact information for 3 references only; do not submit letters of support)

Questions and Clarifications

Any questions about this RFP should be directed to ART-info@sfgov.org.

RELATED POLICIES

Rights Reserved by the Arts Commission

The City reserves the right to not accept any applications.

Local Business Enterprise Goals and Participation

The requirements of the Local Business Enterprise (LBE) and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code (collectively the “LBE Ordinance”) shall apply to this RFP. The consultant(s) selected may be required to subcontract a percentage of the total value of the contract to a subcontractor certified by the Contract Monitoring Division (CMD), and submit documentation of the good faith outreach efforts required by Chapter 14B. The City strongly encourages proposals from qualified LBEs, and a ratings bonus will be in effect for the award of this project to any proposers certified as a CMD LBE. All contractors and subcontractors awarded contracts are required to use the Elation secure web-based Local Business Enterprise Utilization Tracking System (LBEUTS) to submit payment information. More information on CMD certification and requirements can be found at: <http://sfgsa.org/index.aspx?page=6711>

Non-Discrimination and Equal Benefits Ordinance

The City and County of San Francisco, in its effort to provide equality of opportunity and equality of benefits, requires that individuals and businesses doing business with the City comply with Sections 12B and 12D of the Administrative Code. This requires that if you are an employer, and if you provide health or other benefits to the spouses of your employees, you must provide equal benefits to the registered domestic partners of your employees. This section also requires demonstration of good faith efforts to hire local disadvantaged business enterprises.

More information on these policies may be found at:

http://sfgsa.org/ftp/HRC_for_GSA/uploadedfiles/sfhumanrights/docs/ResourceMaterials9-07.pdf

Minimum Compensation Ordinance (MCO)

(This requirement only pertains to contractors who have over 20 employees, or contractors who may have their artwork fabricated by a company with over 20 employees.) The selected consultant(s) will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter

12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see paragraph 42 of the Ordinance. Additional information regarding the MCO is available at: <http://www.sfgsa.org/index.aspx?page=403>

Health Care Accountability Ordinance (HCAO)

(This requirement only pertains to contractors who have over 20 employees, or contractors who may have their artwork fabricated by a company with over 20 employees.) The selected consultant(s) will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available at: <http://sfgsa.org/index.aspx?page=407>

Required Forms and Contracts

In addition to the proposal MOU, as part of the City's contracting process, the contractor selected and approved by the Arts Commission will be asked to enter into contract with the City and County of San Francisco for the entire duration of the project. **Applicants should review the City's standard template contract which can be found online, here:** <https://sfgov.org/oca/P-600%20%284-19%29%20Professional%20Services%20Template>. While some items specific to individual projects such as scope of work, payment schedule and schedule of deliverables may be negotiated, the terms of the contract will not be changed. Depending upon the specific scope of the project, prior to the issuance and throughout the duration of the contract, the consultant will also be required to maintain a San Francisco business tax license, go through the Vendor set-up process, fill out specific documents from the Human Rights Commission and will be required to carry various types of insurance, including Automobile Liability, General Liability, Fine Arts, and other insurance as required by the City unless waived by the City's Risk Manager.

All information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.