

ADDENDUM: FAQ PUBLISHED 6/20/25

REQUEST FOR PROPOSALS: Public Art Collection Inventory & Condition Assessment Services

1. Collection Access & Logistics

Q: What will be the coordination process to access all 143 facilities?

A: The contractor will coordinate with DCASE and the City to access any secure sites, like airports. All other publicly accessible sites can be accessed at the contractor's schedule with timely notice provided to relevant City contacts via DCASE.

Q: Is there a centralized contact list for each facility?

A: DCASE will serve as the centralized point of communication between contractor and relevant facilities/department point people.

Q: How many storage sites are there, approx. how many artworks are housed in them, and what methods are used for storage (e.g., crating, shelving)?

A: There are two primary storage sites. Open racks, carts, and shelving (eg not a lot of uncrating or unwrapping required). We are currently conducting a preliminary inventory of artwork (and related maquettes, etc.) housed in storage facilities, to be further discussed with our selected contractor.

2. Existing Inventory & Documentation

Q: How was the figure of ~700 artworks across 143 sites determined?

A: This number is in line with artworks that are currently covered by the City's Fixed Asset and Insurance list, which we intend to verify and update through collaboration with the selected Contractor.

Q: What is the format and condition of the current records (type of records: invoices, fabrication documents, etc.)?

A: Historic records (prior to roughly 2010) are housed predominantly in physical project binders; otherwise predominantly stored digitally on DCASE servers. Contractors would have access to all relevant project data.

Q: Can the city provide a list of the artworks and their locations for consideration in preparing a budget proposal for conditions assessments? Additionally, is there a publicly accessible database or online resource where the city's artworks can be viewed?

A: Yes, this will be provided along with the RFP addendum and posted to the DCASE website by Friday June 20th.

Q: Does the city maintain archival documentation for artworks such as fabricator name with contact details, within an existing database? If not, how is this information stored? Please confirm that researching individual artworks is outside the scope of work and that contractors will use information provided from the city's archives.

Q: When was the last time you did a cataloging, assessment, or appraisal?

A: Records indicate the early 1990's

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A: The City does not have an existing database. All files will be centrally located at the DCASE offices, but may need to be re-organized for archival and data entry purposes. Additional research would need to be determined and mutually agreed upon between DCASE and the contractor as needs arise.

Q: Please provide an explanation of the asset tagging requirements.

A: We would like the contractor to help develop tagging requirements that can be maintained in future database management based on current best practices.

3. Digital Tools & Data Management

Q: Does the city have an existing collections management system? If so, which one? Are there standards or any compatibility requirements to consider when proposing database solutions, digital tools or data formats?

A: DCASE, in partnership with the Department of Innovation and Technology (DOIT) are the in process of CMS procurement. We will welcome and encourage feedback from the selected contractor as we evaluate options, but this selection process is not part of the formal scope of services for this contractor. DOIT is responsible for ensuring compatibility with existing infrastructure and security requirements.

Q: Please confirm that the budget of \$500,000 does not include the purchase and upkeep of collections management software.

A: Confirmed. The City will purchase and maintain collection management software separately.

4. Valuation Scope

Q: What is the intended use of the valuation?

A: Primarily for insurance and/or replacement cost in case of catastrophic loss

Q: Is DCASE requesting that each artwork be included in a separate USPAP-compliant appraisal report?

A: No.

5. Deliverables & Communication

Q: Who will be the single point of contact at DCASE?

A: To be discussed once the contractor has been selected.

6. Insurance & Risk Management

Q: What types of insurance coverage will consultants be required to carry?

A: Risk Management will create a set of insurance requirements based on this scope. Typical requirements include General/Excess Liability, Workers Compensation, Auto Insurance. Contractors are required to name the City of Chicago as additional insured and furnish proper endorsement. Sample insurance requirements can be made available upon request.

7. Additional Scope Considerations

Q: Is DCASE anticipating a public-facing use for the collected data (e.g., open data, educational content, etc.)?

A: Yes. DCASE intends to provide the public with an accessible, user-friendly resource for exploring the city's public art. This project presents an opportunity to bring rich content, transparency, and public engagement/education to the forefront of our work as stewards of the Public Art Collection.

Q: Are there WBE/MBE requirements consultants should be aware of?

A: No requirements, but there may be suggested goals.

Q: Does the scope of work include engagement and quotes for expert restoration services, if needed?

A: No, the contractor will not be required to obtain quotes for conservation

8. Eligibility

Q: Will the city give equal consideration to proposals from individuals or firms located outside the state, provided they are partnering with a local company, as it does to those based within the city and surrounding area?

A: Equal consideration will be given in as long as applicants can demonstrate all relevant work can be done locally and without incurring ineligible expenses.