

REQUEST FOR QUALIFICATIONS (RFQ)
Specification No. 26-11770- C
PUBLIC ART OPPORTUNITY FOR THE SOUTH BERKELEY SENIOR CENTER
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

RFQ Opens: February 20, 2026
RFQ Questions Due: March 13, 2026 (at 5:00pm PT)
RFQ Responses Posted: March 20, 2026
RFQ Closes: April 27, 2026 (at 5:00pm PT)

Applications Accepted Through Submittable: <https://cityofberkeleyoed.submittable.com/submit>

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFQ does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submitting proposals for the subject work. The act of submitting a proposal is a declaration that the proposer has read the RFQ and understands all the requirements and conditions.

I. PROJECT SUMMARY

SOUTH BERKELEY SENIOR CENTER

The Judge Henry Ramsey Jr. South Berkeley Senior Center, located at 2939 Ellis Street, has been a vital community hub since opening in 1979 as Berkeley's first senior center. Established through the leadership of Judge Henry Ramsey Jr. - a lawyer, educator, veteran, civil rights leader, and City Councilmember - the center reflects his vision of creating spaces where older adults could connect, engage, and access essential services. Situated in South Berkeley, a neighborhood long recognized for its African American cultural heritage and civic activism, the center continues to uphold Judge Ramsey's legacy of equity, inclusion, and community service.

Today, the South Berkeley Senior Center remains a vital hub for social, recreational, and supportive programs that foster wellbeing and connection among older adults. Services include daily congregate lunches, exercise and arts classes, cultural events, and educational workshops. The center's social services staff also provide case management and referrals to help seniors access housing, health care, and transportation resources. Beyond senior-focused programs, the facility serves as an important community gathering space, hosting neighborhood meetings, nonprofit activities, and special events. Its multipurpose rooms, classrooms, and dining hall are used by a wide range of community groups, reinforcing the center's welcoming, intergenerational character.

In 2023, the City of Berkeley selected Noll & Tam Architects to design the South Berkeley Senior Center Improvements Project. The renovation will provide seismic, electrical, and accessibility upgrades, and staff space reconfiguration. Expected to be completed in Spring 2028, the project will create a safer, more energy-efficient, and inclusive facility.

Click [here](#) for more information on the South Berkeley Senior Center.
Current images of the building are located on this RFQ under **XI. IMAGES.**

PUBLIC ART OPPORTUNITY

The City of Berkeley has identified a public art opportunity for an artist or team to design, fabricate, and install a cohesive series of **(5) wall mounted three-dimensional artworks** in the following locations at the **South Berkeley Senior Center**.

- Exterior Wall: (1) large three-dimensional wall mounted artwork at the Ellis Street entrance of the Senior Center. Wall is approximately
- Interior Wall: (4) small three-dimensional wall mounted artworks on the 2nd floor of the Senior Center.

Artworks will be installed permanently and must be structurally sound, highly durable, and easy to maintain.

PUBLIC ART GOALS

- The artwork should **be welcoming and engaging for a diverse, multigenerational audience**.
- The artwork should feature a **strong, integrated design** that enhances the **visitor experience** of the South Berkeley Senior Center.
- The artwork should **complement the site's identity**—including its usage, culture, history, architecture, or other site-specific themes.

PUBLIC ART BUDGET

The total project amount is **\$225,000** and includes all associated costs including, but not limited to, artist design fee, research, engineering, fabrication, transportation, and installation. The selected artist or team will observe and comply with all applicable laws, ordinances, codes, and regulations of governmental agencies, including federal, state, municipal and local governing bodies having jurisdiction over any or all the scope of artwork services.

ARTIST ELIGIBILITY

This opportunity is open to artists or teams residing in the 21 Northern California Megaregion Counties. Such counties include Alameda; Contra Costa; El Dorado; Marin; Merced; Monterey; Napa; Placer; Sacramento; San Benito; San Francisco; San Joaquin; San Mateo; Santa Clara; Santa Cruz; Solano; Sonoma; Stanislaus; Sutter; Yolo; Yuba.

Artists from historically underrepresented communities—including African, Latinx, Asian, Arab, and Native American artists—are strongly encouraged to apply.

Applications submitted by art consultants or commercial fabricators must include a designated partner artist or team, along with a portfolio demonstrating prior collaborative work.

The City of Berkeley prioritizes public art commission opportunities for artists and teams who are not currently represented in the City's Public Art Collection.

II. SCOPE OF SERVICES

- The selected artist will enter into a Personal Services Agreement with the City of Berkeley. The anticipated agreement term is from January 2027 to May 2028.
- The selected artist will be responsible for full coordination of the project, including administration, design, engineering, fabrication, transportation, and installation (to be completed by a California-licensed contractor), for five (5) unique three-dimensional, wall-mounted artworks at the South Berkeley Senior Center. The total project budget shall not exceed \$225,000.

- Project administration includes attendance at remote, and if needed, in-person meetings as well as any additional visits to the site. Selected artist or team will supply shop drawings, renderings, and material samples, as needed, to complete the project and a cleaning and maintenance plan for the artworks.

III. SUBMISSION REQUIREMENTS

All RFQ applications **must** be created on Submittable. Applications submitted by USPS mail, email, fax, or hand delivery **will not be accepted or reviewed**. Applications received in Submittable after the application deadline of **April 27, 2026, at 5:00pm PT will not be accepted or reviewed for any reason**, including but not limited to technical difficulties, system errors, or user error.

Cover Letter

The cover letter should address the following:

- What interests you about this project
- How your experience uniquely qualifies you for this project
- Key considerations that will guide your research, design, and construction for this project
- Length: One (1) page maximum
- File formats: .doc, .docx, .pdf

Resume or Biography

- Length: One (1) page maximum per artist; two (2) pages maximum for teams
- File formats: .doc, .docx, .pdf

Portfolio

- Submit 5–10 images of completed artwork demonstrating creativity and experience relevant to this project. CAD renderings or imagery of unbuilt projects will not be accepted.
- For each image, include title, medium, dimensions, year completed, and a brief description.
- For team applications, clearly identify the lead artist for each image.
- File formats: .jpg, .jpeg, .png.

IV. SELECTION PROCESS

Qualification Panel

A panel of Bay Area arts professionals will serve as the Qualification Panel. This panel will review all RFQ submissions and advance approximately 20% of the total applications received.

Project Panel

The Qualification Panel will be joined by representatives from key stakeholder groups—including the Civic Arts Commission, the Commission on Aging, the architect team, and the neighborhood—to form the Project Panel. The Project Panel will select up to three finalists.

Finalists will be required to visit the project site and meet with key project stakeholders to support the development of site-specific proposals. Each finalist will receive an honorarium of **\$1,750**.

The Project Panel will review finalist presentations and recommend one artist or artist team to advance.

Civic Arts Commission

The Project Panel’s recommendation will be presented to the Civic Arts Commission for final consideration. The City of Berkeley reserves the right to reject any or all submissions.

V. SCORING CRITERIA

Applications will be scored on the following:

Creativity (60 points)

Creativity will be assessed by the originality and thoughtfulness of ideas; the degree to which the work engages viewers visually, emotionally, and intellectually; and the demonstrated level of technical skill and craftsmanship.

Experience (40 points)

Experience will be evaluated based on past works that reflect a scope, scale, and/or site context comparable to this project. Consideration will also be given to completed artworks that successfully engage their audiences, as well as evidence of the applicant’s professional knowledge, capacity, and resources to execute permanent outdoor work in the public realm.

Local Vendor Preference (5 points)

In accordance with City contracting requirements, applicants who reside or maintain a studio in the City of Berkeley and are registered as a City of Berkeley Local Business, will receive a one-time additional 5 points bonus during Qualification Panel scoring for a possible total of 105 points.

Finalist proposals will be scored on Project Goals and Project Management:

Project Goals

- The artwork should **be welcoming and engaging for a diverse, multigenerational audience.**
- The artwork should feature a **strong, integrated design** that enhances the **visitor experience** of the South Berkeley Senior Center.
- The artwork should **complement the site’s identity**—including its usage, culture, history, architecture, or other site-specific themes.

Project Management

The proposal demonstrates skills in communication, research, coordination, budgeting, and scheduling. The proposal demonstrates professionalism, thoroughness, and timeliness in working with staff, project stakeholders, and community.

VI. SCHEDULE (subject to change)

RFQ Posts	February 20, 2026
Questions Due	March 13, 2026 (at 5:00pm PT)
Responses Posted	March 20, 2026
RFQ Closes	April 27, 2026 (at 5:00pm PT)
Finalists Selected	July 2026
Finalists Site Visit	August 2026
Finalists Proposals Due + Community Survey	October 2026
Finalists Presentations	November 2026
Civic Arts Commission Decision	December 2026
Artist Under Contract	January 2027
Design Development + Construction Review	February 2027 – April 2027
Fabrication	May 2027 – March 2028
Installation	April 2028
Unveiling	May 2028

VII. QUESTIONS REGARDING RFQ

For questions concerning the anticipated work, or scope of the project, please contact City of Berkeley Civic Art civicarts@berkeleyca.gov no later than March 13, 2026 (at 5:00pm PT). Answers to RFQ questions or any RFQ addenda will be posted March 20, 2026 as an attachment in City of Berkeley Civic Art Submittable portal at <https://cityofberkeleyoed.submittable.com/submit>. It is the applicant's responsibility to check the Submittable website for updates and responses. Submittable technical support is available at <https://www.submittable.com/help/submitter/> or by email at support@submittable.com. Submittable business hours are 9am-5pm MT.

APPLICANTS PLEASE NOTE: The below content, VIII. through X., is provided only as information and is not a requirement for RFQ submissions.

VIII. CITY CONTRACTING REQUIREMENTS

A. Non-Discrimination Requirements:

Ordinance No. 5876-N.S. codified in B.M.C. Chapter 13.26 states that for contracts worth more than \$3,000 bids for supplies or bids or proposals for services shall include a completed Workforce Composition Form. Businesses with fewer than five employees are exempt from submitting this form. (See B.M.C. 13.26.030)

Under B.M.C. section 13.26.060, the City may require any bidder or vendor it believes may have discriminated to submit a Non-Discrimination Program. The Contract Compliance Officer will make this determination. This applies to all contracts and all consultants (contractors). Berkeley Municipal Code section 13.26.070 requires that all contracts with the City contain a non-discrimination clause, in which the contractor agrees not to discriminate and allows the City access to records necessary to monitor compliance. This section also applies to all contracts and all consultants.

Bidders must submit the attached Non-Discrimination Disclosure Form with their proposal.

B. Nuclear Free Berkeley Disclosure Form

Berkeley Municipal Code section 12.90.070 prohibits the City from granting contracts to companies that knowingly engage in work for nuclear weapons. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that engages in nuclear weapons work. If your company engages in work for nuclear weapons, explain on the Disclosure Form the nature of such work.

Bidders must submit the attached Nuclear Free Disclosure Form with their proposal.

C. Oppressive States

The City of Berkeley prohibits granting of contracts to firms that knowingly provide personal services to specified Countries. This contracting prohibition may be waived if the City Council determines that no reasonable alternative exists to doing business with a company that is covered by City Council Resolution Nos. 59,853-N.S., 60,382-N.S., and 70,606-N.S. If your company or any subsidiary is covered, explain on the Disclosure Form the nature of such work.

Bidders must submit the attached Oppressive States Disclosure Form with their proposal.

D. Sanctuary City Contracting Ordinance

Chapter 13.105 of the Berkeley Municipal Code prohibits the City from granting and or retaining contracts with any person or entity that provides Data Broker or Extreme Vetting services to the U.S. Immigration and Customs Enforcement Division of the United States Department of Homeland Security ("ICE").

Bidders must submit the attached Sanctuary City Compliance Statement with their proposal.

E. Conflict of Interest

In the sole judgment of the City, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, at its sole option, may disqualify any proposal on the basis of such a conflict of interest.

Please identify any person associated with the firm that has a potential conflict of interest.

F. Berkeley Living Wage Ordinance

Chapter 13.27 of the Berkeley Municipal Code requires that contractors offer all eligible employees with City mandated minimum compensation during the term of any contract that may be awarded by the City. If the Contractor is not currently subject to the Living Wage Ordinance, cumulative contracts with the City within a one-year period may subject Contractor to the requirements under B.M.C. Chapter 13.27. A certification of compliance with this ordinance will be required upon execution of a contract.

The current Living Wage rate can be found here:

https://www.cityofberkeley.info/Finance/Home/Vendors_Living_Wage_Ordinance.aspx.

The Living Wage rate is adjusted automatically effective June 30th of each year commensurate with the corresponding increase in the Consumer Price Index published in April of each year. If the Living Wage rate is adjusted during the term of your agreement, you must pay the new adjusted rate to all eligible employees, regardless of what the rate was when the contract was executed.

G. Berkeley Equal Benefits Ordinance

Chapter 13.29 of the Berkeley Municipal Code requires that contractors offer domestic partners the same access to benefits that are available to spouses. A certification of compliance with this ordinance will be required upon execution of a contract.

H. Statement of Economic Interest

The City's Conflict of Interest Code designates "consultants" as a category of persons who must complete Form 700, Statement of Economic Interest, at the beginning of the contract period and again at the termination of the contract. The selected contractor will be required to complete the Form 700 before work may begin.

IX. OTHER REQUIREMENTS

A. Insurance

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$2,000,000, automobile liability insurance in the minimum amount of \$1,000,000 and a professional liability insurance policy in the amount of N/A to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the City, its officers, agents, volunteers and employees as additional insured.

Insurance not Necessary: If the services are such that the risk of exposure to liability is very low, insurance may not be required. An example of such a service is an individual using his/her computer at home to lay out

a newsletter for the City. This determination must be made by the Risk Manager in writing before the RFQ is issued.

Insurance Waiver: *A situation in which insurance is not necessary is different from a case in which insurance may be waived. An insurance waiver is appropriate where insurance would usually be necessary but when, as a policy matter, the City is willing to take the risk of allowing an uninsured or under-insured individual or business to perform the work (usually when the risk of liability is low). An insurance waiver may be granted only by the Risk Manager in writing with the approval of the City Manager. If a potential bidder expresses an inability to meet the insurance requirement, he or she should be encouraged to contact the Project Manager & Risk Manager for assistance in obtaining insurance.)*

B. Worker's Compensation Insurance

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

(Worker's Compensation Insurance cannot be waived for any person who employs others.)

C. Business License

Virtually every contractor that does business with the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. Warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305). Persons who, by reason of physical infirmity, unavoidable misfortune, or unavoidable poverty, may be granted an exemption of one annual free license at the discretion of the Director of Finance. (See B.M.C. sections 9.04.290).

Vendor must apply for a City business license and show proof of application to Purchasing Manager within seven days of being selected as intended contractor.

The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license in person, or by calling 510-981-7200.

D. Recycled Paper

Any printed reports for the City required during the performance of the work shall be on 100% recycled paper and shall be *printed on both sides of the page* whenever practical.

E. State Prevailing Wage

Certain labor categories under this project may be subject to prevailing wages as identified in the State of California Labor Code commencing in Section 1770 et seq. These labor categories, when employed for any "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," constitute a "Public Work" within the definition of Section 1720(a)(1) of the California Labor Code requiring payment of prevailing wages.

Wage information is available through the California Division of Industrial Relations web site at:
http://www.dir.ca.gov/OPRL/statistics_and_databases.html

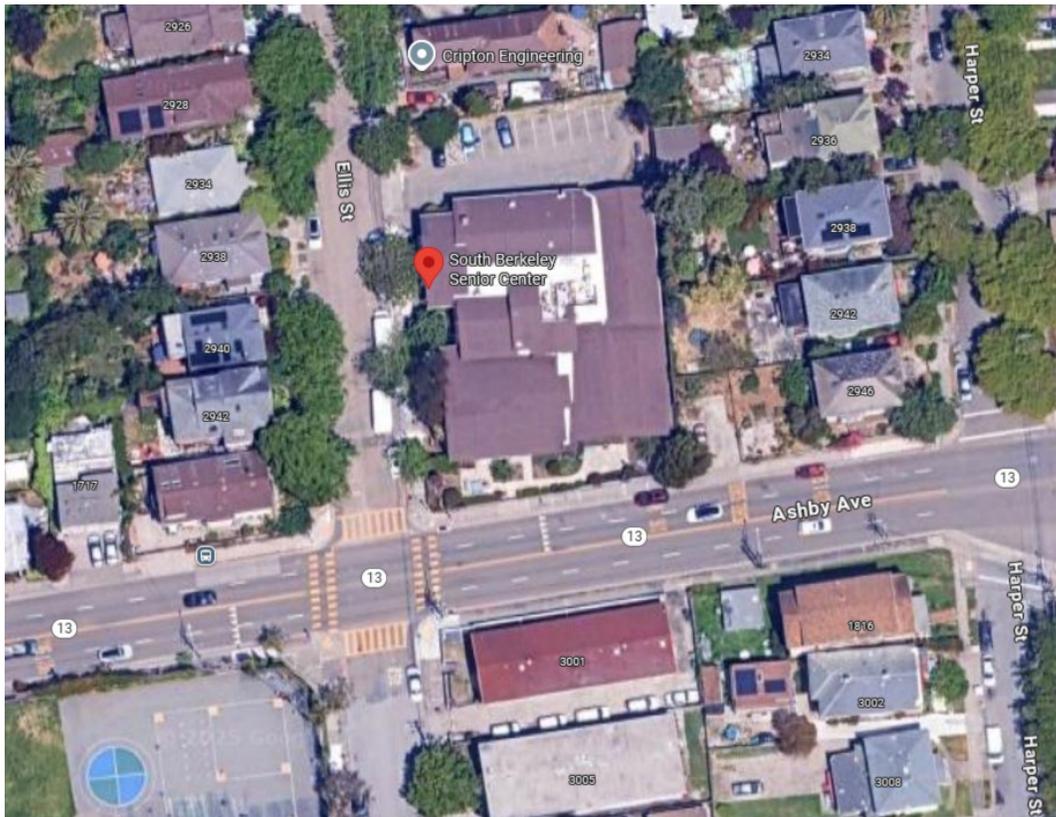
X. PAYMENT

Invoices: Invoices must be fully itemized and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services for payment to be processed. Email invoices to the Accounts Payable and civicarts@berkeleyca.gov; (**List on invoice, Attn: Civic Arts/City Manager’s Office**) and reference the contract number.

City of Berkeley
Civic Arts Program
2180 Milvia Street, 5th Floor
Berkeley, CA 94706
Attn: Accounts Payable@Berkeleyca.gov
Phone: 510-981-7310

Payments: The City will make payment to the vendor within 30 days of receipt of a correct, approved and complete invoice.

XI. IMAGES



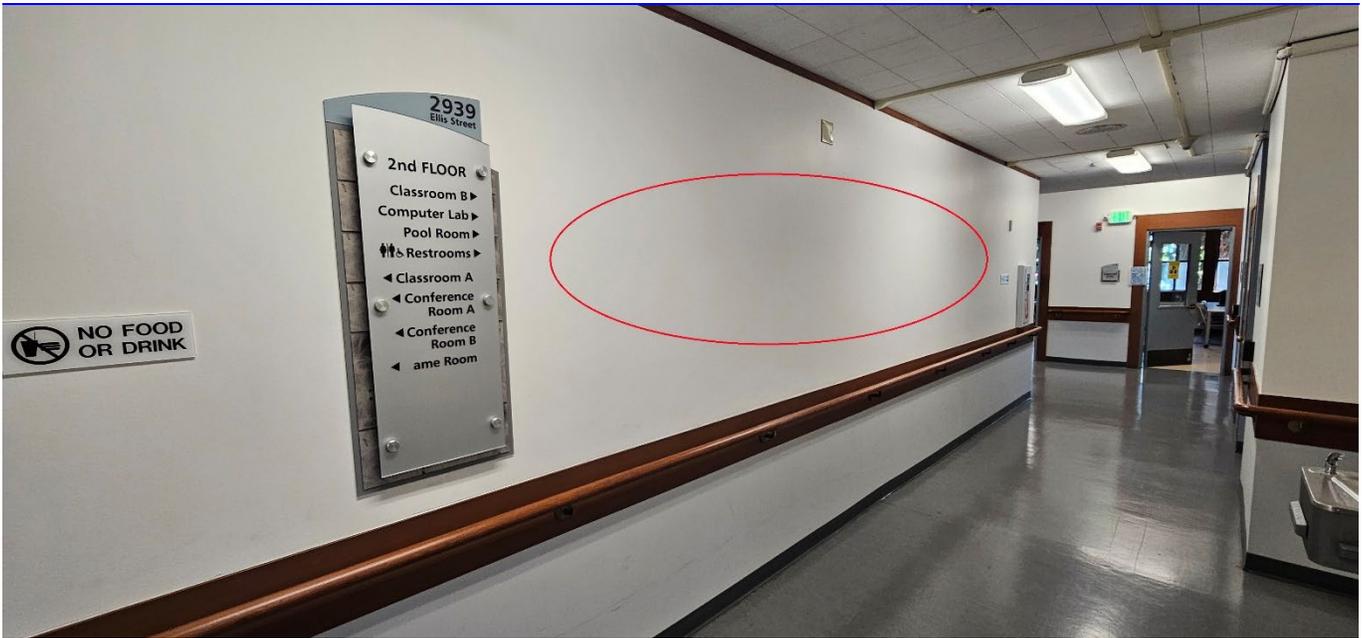


Ellis Street Entry

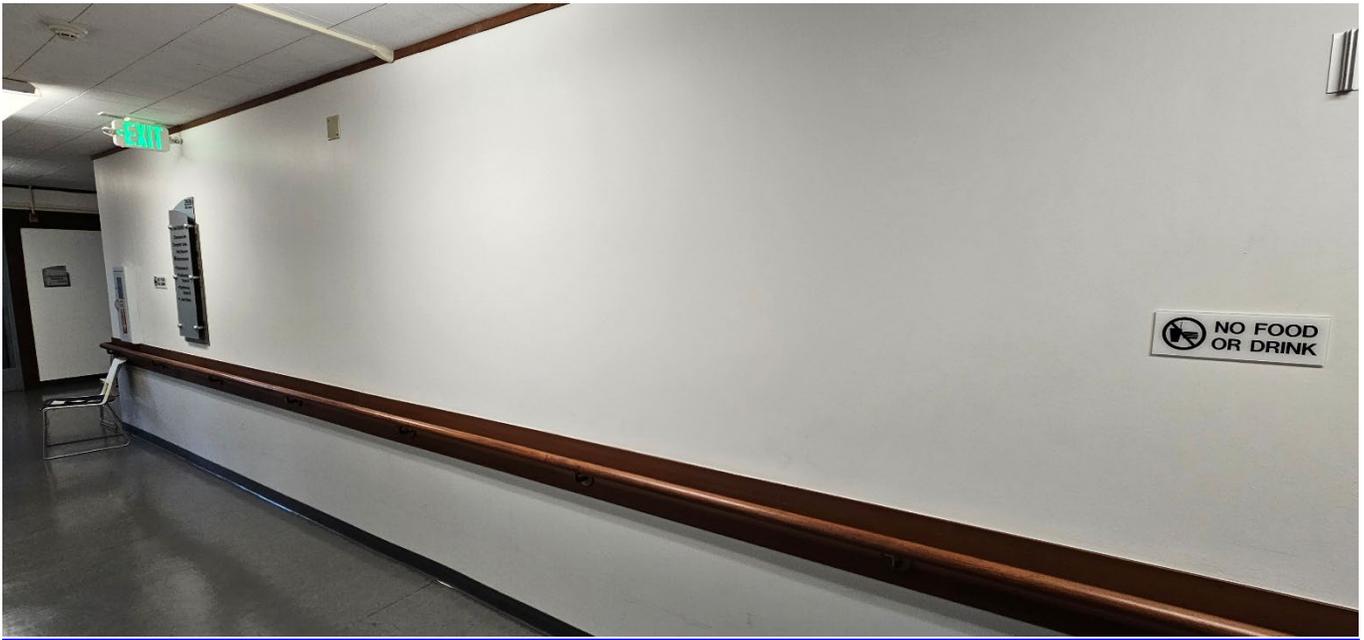


Exterior Wall: (1) large three-dimensional wall mounted artwork at the Ellis Street entrance of the Senior Center. Indicated location is approximately 9' high (from brown plank to bend at gutter) x 10' wide (from brown plank to brown plank). Wall will be structurally reinforced for weight load of artwork.





Interior Wall: (4) small three-dimensional wall mounted artworks on the 2nd floor of the Senior Center. Indicated location is approximately 55" high (from wood banister to ceiling) x 18' wide (from sign to sign). Wall will be structurally reinforced for weight load of artwork.



Architect's concept rendering.