ADDENDUM No. 1

RFP No. 2026-05

As-Needed Public Art Project Facilitation

Question Due Date: November 13, 2026, by 4:00 p.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes 3 pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming. The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B – Legal Status of Respondent**
- **Attachment C – Vendor Conflict of Interest Compliance Form**
- **Attachment E – Non-Discrimination Ordinance Compliance Form**
- **Attachment G – Living Wage Declaration**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CLARIFICATIONS

The DDA wishes to make the following clarifications. This information is being provided in accordance with the terms of the RFP. Respondents are directed to take note in their review of the information as they affect work or details in other areas not specifically referenced here.

1. **Fee Schedule –** The fee schedule should be structured for an hourly, as-needed contract.

2. Clarification – The DDA anticipates utilizing this contract for an average of 3-5 art projects per year.

3. **Proposal Submission** – Please note, the DDA physical office and mailing address are different:
    - DDA office location for hand-delivery: 415 North Fifth Avenue Ann Arbor, MI 48104
    - DDA mailing address: 407 North Fifth Avenue, Ann Arbor, MI 48104

If you need help finding your way to the DDA Office, please see the DDA website at https://www.a2dda.org/kerrytown-office-directions/.

II. Questions and Answers

The following Questions have been received by the DDA. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in their review of the documents of the following questions and responses as they affect work or details in other areas not specifically referenced here.

4. **For "creating site visuals," do you anticipate this being site diagrams showing location parameters and constraints, or concept renderings of prospective artwork?**

   Answer: This refers to creating site diagrams showing location parameters and constraints, not concept rendering.

5. **Beyond recommending a process and managing artist outreach, will the consultant facilitate the selection committee and manage the selection process?**

   Answer: Yes. This will be determined project by project. The consultant should have the capacity and ability to successfully lead a selection committee and manage the process. This includes writing the call for art, communicating with the committee and artists, receiving and organizing submissions, helping review, and providing overall advisement and facilitation of the process.

6. **Do the DDA or City of Ann Arbor have an existing public art policy or commission, and what will the consultant's role be in relation to them?**

   Answer: Yes, here is a link to the DDA's Public Art & Placemaking Program, Elevate. The consultant will work with the DDA staff on an As-Needed basis, providing any or all of the services noted in the RFP's Scope for various projects. DDA funding is overseen by the DDA Board. In addition, there is a City of Ann Arbor Public Art Commission. Most work with the DDA Board and Public Art Commission is led by DDA staff. DDA staff may request that the consultant help present large projects to each body. This is not a large percentage of the consultant's work.

7. **Are there any public outreach or community engagement anticipated under this contract?**

   Answer: Yes, potentially. Most often, community engagement is in the form of a community selection committee or survey. This has not been a large part of the DDA's Elevate Program to date.

8. **Will there be a set budget for each individual project, or is there an overall budget that the consultant would help prioritize and allocate together?**

   Answer: DDA Staff will manage the overall Elevate Program budget. Generally, staff begin with a budget and project concept. The consultant is responsible for providing feedback to inform and confirm individual project budgets are adequate for the desired project.