

# **REQUEST FOR QUALIFICATIONS (RFQ)**

## **Suspended Interior Artwork**

### **City Hall**

#### **Port St. Lucie, Florida**

Issue Date: June 9, 2025

Due Date: July 21, 2025

### **Project Description**

The City of Port St. Lucie is seeking one artist or artist team to conceptualize, fabricate, and install a suspended artwork in the interior vestibule of the newly-remodeled Port St. Lucie City Hall. In alignment with Port St. Lucie's public art plan, the artwork should reflect the character of Port St. Lucie and enhance the City's visual landscape. Specific goals for the artwork include:

- Offer a visually stimulating, welcoming, and inspiring experience
- Utilize iridescent, reflective, and/or polychromatic materials (but no desire for metallic or industrial materials to comprise the artwork)
- Be lightweight (less than 300 lbs. upon installation) and require minimal long-term maintenance
- Artwork may not have electrical or digital components
- Enhance the City's brand, identity, and sense of place

A lump sum of \$150,000 has been allocated for the Artist's scope of services for the artwork commission. The budget for this project is inclusive of all costs associated with the project, including but not limited to: artist expenses/honorarium, administration, sub-consultants, travel/lodging, artwork fabrication (including materials, details and specifications), site prep (including but not limited to anchor construction, structural engineering, etc.), artwork storage, transportation and installation, related permits, licenses, taxes and insurance. Any expenses that exceed the contracted amount will be the artist's responsibility.

### **Project Site**

Architectural drawings and specifications for the site are attached to this RFQ.

## **Port St. Lucie, Florida Overview**

Port St. Lucie is a large, rapidly growing city on Florida's Treasure Coast and is known for its focus on community, family-friendly atmosphere, and natural amenities. The City is characterized by extensive parks, golf courses, and access to waterways, offering a relaxed lifestyle. For more information about the City, please visit <https://www.cityofpsl.com/Government/Discover-Us/About-PSL>.

## **RFQ Selection Process**

### ***Overview***

Submissions for this Request for Qualifications (RFQ) will be reviewed by a Selection Committee that has been assembled for this project. The Selection Committee will identify at least three (3) but no more than four (4) artists or artists teams from whom they would like to see artwork proposals. The selected finalists will receive a Request for Proposals (RFP), and will receive an honorarium of \$2,000 each to develop their proposals

### ***Who May Apply***

Visual, craft or design artists (or artist teams), including landscape architects and interior designers, at least 18 years of age and legal residents of the United States are eligible to apply. City of Port St. Lucie staff, Artist Selection Committee members and their family members are not eligible to apply. The City may not accept proposals from firms that have had adversarial relationships with the City or firms that have represented entities that have had adversarial relationships with the City. This includes the firm, employees and financial or legal interests

### ***Selection Criteria***

The following criteria will be used in the RFQ selection process:

- Submittal of all required application materials as outlined in this RFQ.
- Artistic Excellence: The aesthetic quality of the artwork, including distinctive qualities in the work and the overall visual impact of the artist's or artist group's practice.
- Quality and craftsmanship of product as exhibited by past work.
- Public safety, and compliance with Americans with Disabilities Act.
- Technical Feasibility: The artist must provide convincing evidence of his or her ability to lead the technical aspects of the project in compliance with local and state laws and regulations.

- Past Performance: The Selection Committee will consider the artist's performance under previous contracts including success in meeting established timelines and budgets.

### ***Submission Process and Guidelines***

All application materials below are required for submission of this RFQ. Submittal materials will not be returned and incomplete applications will not be considered. Please do not send artwork proposals in response to this RFQ. Please send the following:

- Cover Letter (1 page)
  - Contact Information
  - Statement of interest
- Artist(s) Qualifications (1 to 3 pages)
  - Participating artist(s)
  - Lead artist(s) profile
  - Relevant project experience with large-scale public art
  - Contact information for no fewer than three professional references
- Up to 10 Images of Past Work (As many pages as needed), including examples of work similar to the scope of this project.
  - The following information should be included for each image:
    - Title of the Work
    - Location of the Work
    - Year Completed
    - Cost of project, if details are available

### ***Submission Format***

Responses shall be submitted as a single PDF file via email to Anna Talarico, Public Art Coordinator, Designing Local (anna@designinglocal.com). Questions about this RFP shall be sent in writing to anna@designinglocal.com by July 7, 2025 Phone calls will not be accepted.

***RFQ Submission Due Date:*** July 21, 2025

### ***Selection Process and Timeline***

The timeline for the full process is below, and is subject to change:

June 9, 2025	RFQ released
July 21, 2025	RFQ submissions due

August 1, 2025	Selection Committee Review
August 4, 2025	Finalists Selected and Notified, and RFP circulated to finalists
September 22, 2025	Finalist Proposals due
Week of Sept. 22, 2025	Finalists present concepts to Selection Committee
November 3, 2025	Artist Selected and Notified
November 2025	Contracting
Spring 2026	Project installation complete

## **Artist Scope of Services**

Please review, in the Appendix of this RFQ, the draft contract for this project. The selected artist or artist team will be responsible for the following scope of services:

- Design a lightweight, suspended artwork for Port St. Lucie City Hall
- Upon preliminary approval of the artwork design, work with a Florida-licensed structural engineer to furnish comprehensive engineering reports, drawings, renderings, etc. for approval by the City.
- Collaborate with local partners to obtain all necessary permits.
- Lead community engagement as necessary, as directed by the City of Port St. Lucie.
- Deliver the artwork to the site for installation and perform artwork installation.
- Create and implement an installation plan.
- Outline detailed routine and long-term maintenance and care instructions for the artwork. Long-term maintenance must be minimal, as assured by the proper selection and installation of materials.

The City will furnish site reports, upon selection of the artist. The artist will be responsible for furnishing all necessary information, including but not limited to drawings, descriptions, renderings, list of materials, installation plans, ongoing maintenance plan, engineering documents, etc.

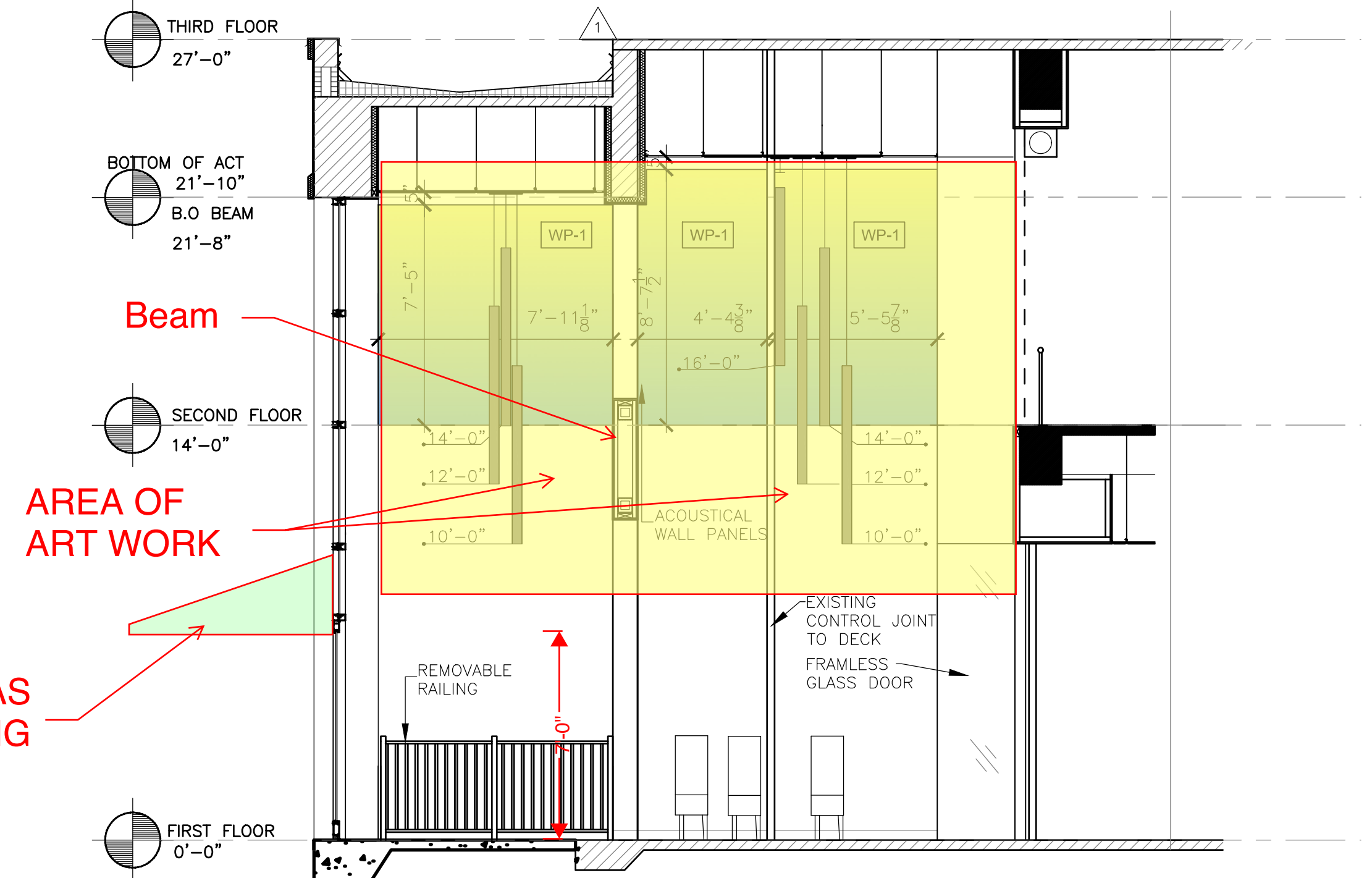
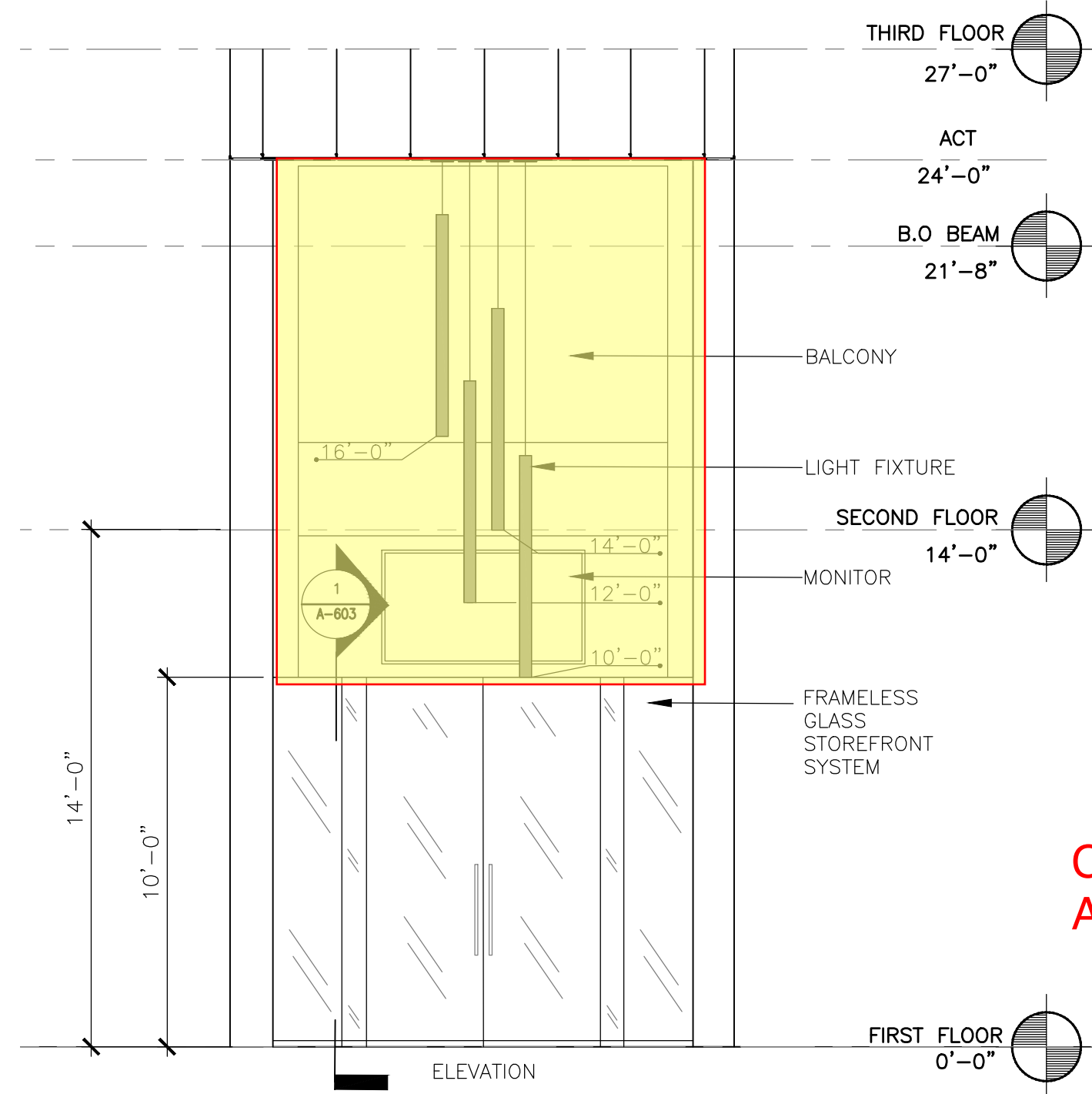
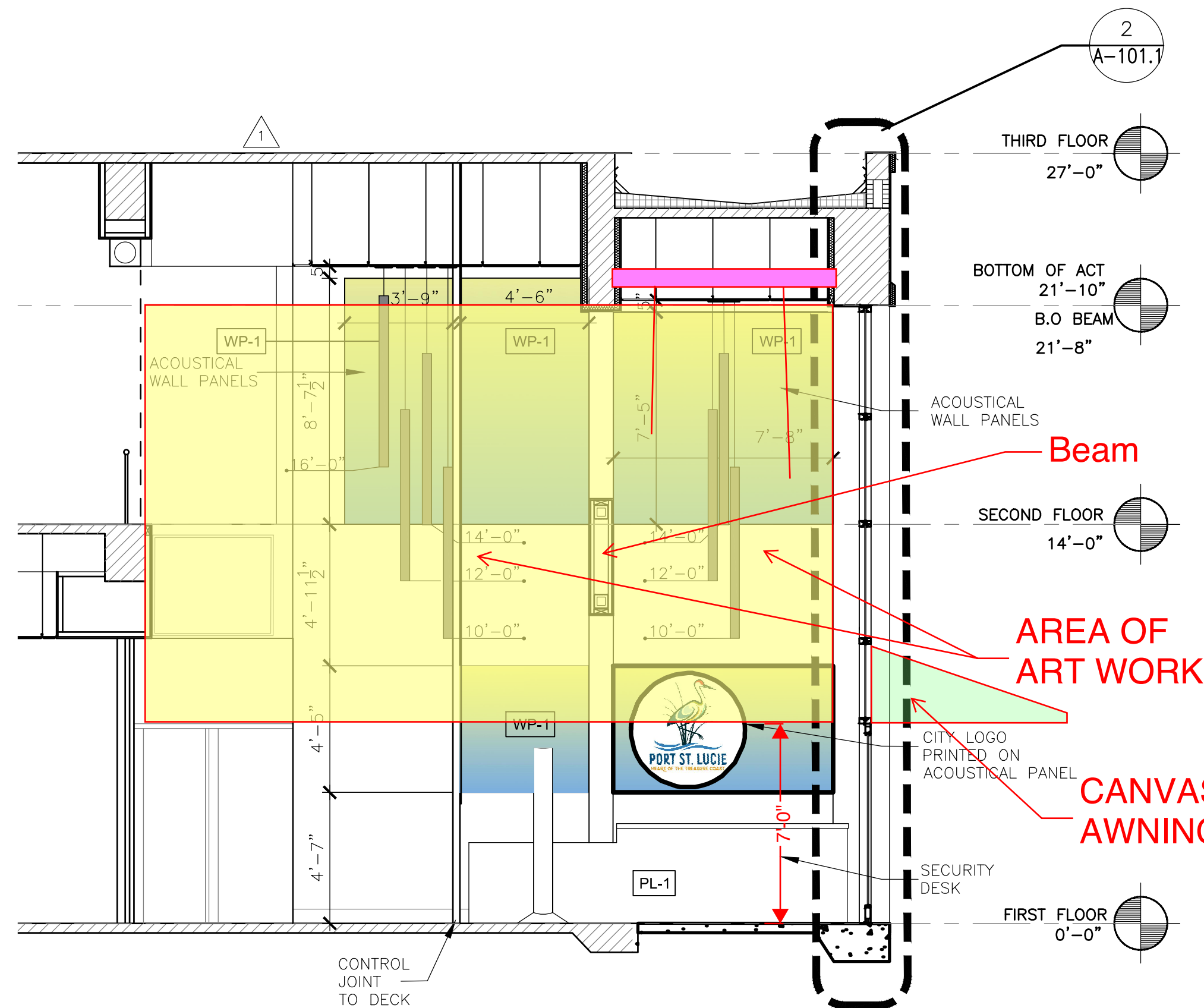
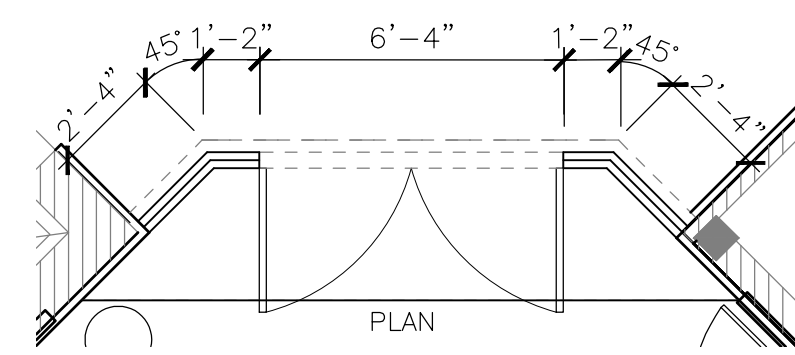
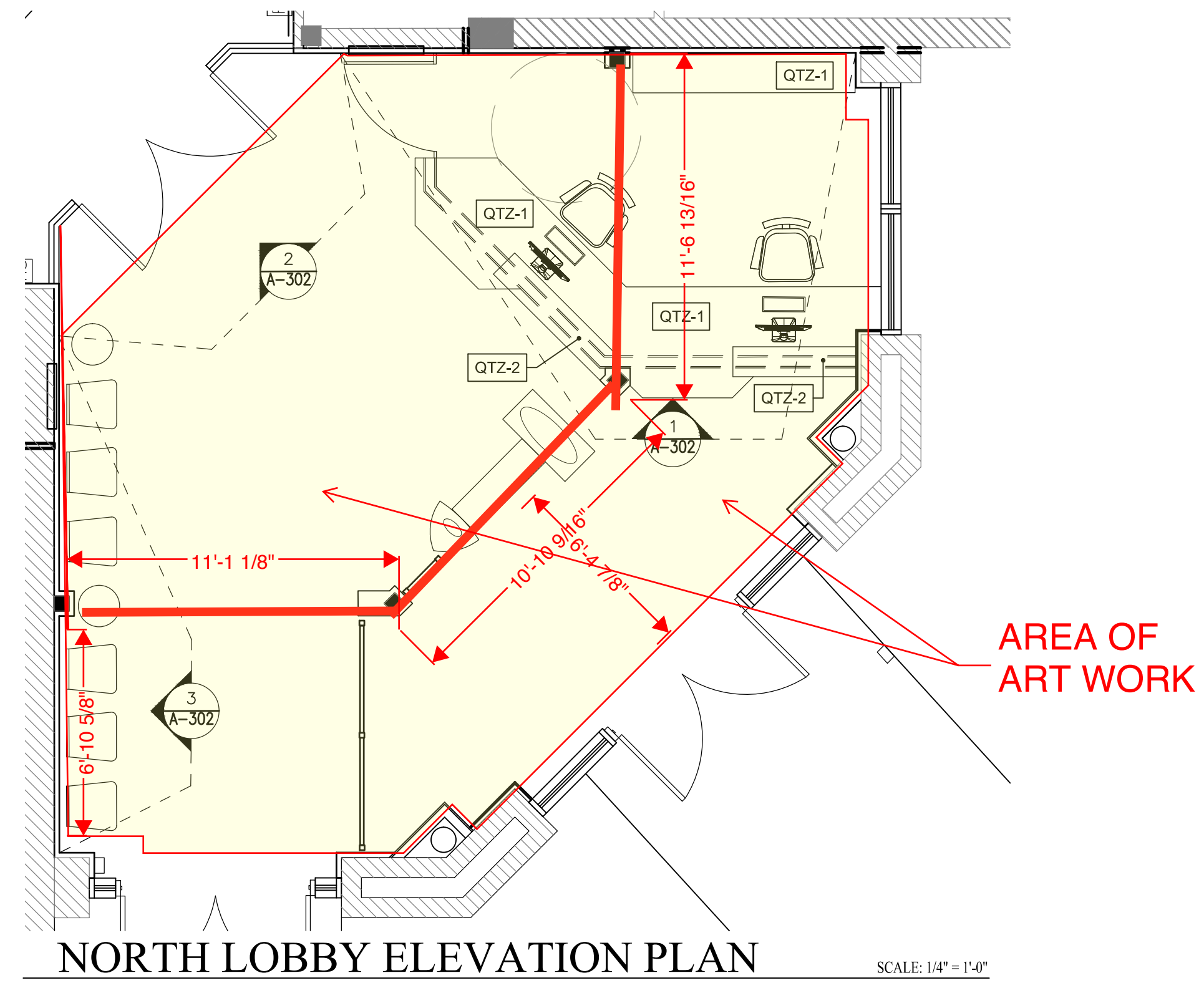
## **Insurance Requirements**

Please refer to Exhibit D in the Draft Contract (included as an attachment) for complete details about the City of Port St. Lucie's insurance requirements.

## **Appendix**

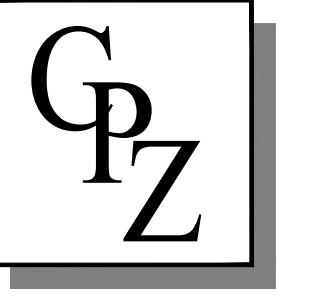
Draft Contract  
Site images and architectural drawings

CONSULTANT:



Port St. Lucie City Hall  
 Lobby Renovations  
 121 SW Port St. Lucie Blvd.  
 Building A, Port St. Lucie, FL 34984

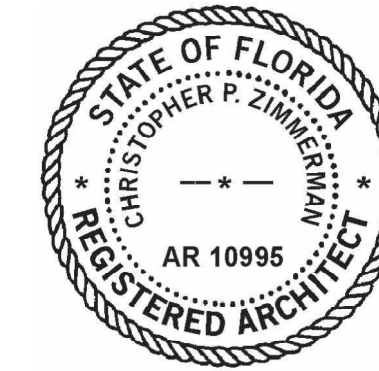
CPZ ARCHITECTS, INC.  
 4316 WEST BROWARD BOULEVARD  
 PLANTATION, FLORIDA 33317  
 PHONE: (954) 792-8525  
 AA #2606085 WWW.CPZARCHITECTS.COM



DRAWING TITLE:

ENLARGED NORTH LOBBY ELEVATION SECTION

DRAWN	TJ
CHECKED	LS
DATE	06.28.24
SCALE	AS NOTED
PRJCT #	1960P
SHEET:	



CHRIS P. ZIMMERMAN, A.I.A.  
 REGISTERED ARCHITECT NO. 10,995  
 S E C  
 Christopher P. Zimmerman  
 06/28/2024  
 E: 02-07-2

A-302

# **Artwork Commission Agreement**

## **SAMPLE AGREEMENT – DO NOT EXECUTE**

***(Agreement subject to change)***

**THIS AGREEMENT** is entered into this \_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Port St. Lucie, a Florida municipal corporation (hereinafter the "City") located at 121 SW Port St Lucie Blvd, Port St Lucie, FL 34984 and \_\_\_\_\_ (hereinafter "Artist") located at \_\_\_\_\_.

**WHEREAS**, the City requires the services of an artist or artist team to conceptualize, fabricate, and install a suspended artwork in the interior vestibule of the newly remodeled Port St. Lucie City Hall; and

**WHEREAS**, the Artist is a professional artist whose work and qualifications make the Artist uniquely qualified to create the Artwork; and

**WHEREAS**, the City has selected the Artist based upon the Artist's work and qualifications; and

**WHEREAS**, the Artist and the City wish to perform under the terms and conditions of this Agreement to complete the project (the "Project").

**NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE COVENANTS HEREINAFTER SET FORTH, IT IS AGREED AS FOLLOWS:**

### **Article 1. Scope of Services**

- I. Artist's Obligations. The Artist shall:
  - A. Perform all services and furnish all supplies, material and/or work equipment as necessary for the design, fabrication, transportation and installation of the Artwork. Services shall be performed in a professional manner and in strict compliance with all terms and conditions in this Agreement.
  - B. With the assistance of the City, be responsible for obtaining any necessary permits to install the Artwork.
  - C. Determine the artistic expression, design, dimensions and materials of the Artwork, subject to review and acceptance by the City, as set forth in this Agreement.
  - D. Prepare the design concept described in Section 1.3 of this Agreement.
  - E. Complete the fabrication, transportation and installation of the Artwork by the scheduled dates as provided in the Proposed Schedule/Time Frame included in Exhibit E-1 and E-2.
  - F. Arrange for the transportation and installation of the Artwork in coordination with the City. If the Artist does not install the Artwork him/herself, the Artist shall supervise and approve the installation. Prior to the installation of the Artwork, the Artist shall inspect the Site to ensure that it is ready to accept the Artwork and

compliant with the specifications provided by the Artist. The Artist shall notify the City of any perceived conflict, defect or non-compliance with specifications.

- G. Procure and provide required insurance in amounts and limits specified in Article 5 and Exhibit D.
- H. Inform the City of the progress of each phase of work completed under the Agreement in the form of photographic documentation and written description as indicated in the Budget/Payment Schedule, Exhibit B-1 and B-2.

II. City's Obligations. The City Shall:

- A. Assign an informed person ("Project Coordinator") to work with the Artist on the Project.
- B. Be responsible for providing the Artist, at the City's sole expense, copies of existing designs, drawings, reports, list of required permits, and other existing relevant data, if any, which is needed by Artist in order to perform. The Project Coordinator will facilitate Artist's application for any permits required for the Project.
- C. Prepare the Site in accordance with the specifications detailed in the approved design concept in Section 1.3 of this Agreement.
- D. Be responsible for all expenses, labor and equipment to prepare the Site for the timely transportation and installation of the Artwork.
- E. Complete the Site preparations by the scheduled installation date as provided in the Proposed Schedule/Time Frame included in Exhibit E or shall contact the Artist in writing informing him/her of any delays.
- F. Be responsible for monthly storage fees until the Site is ready for installation, in the event that installation is delayed more than two (2) months beyond the Proposed Schedule Time Frame due to the City's failure to prepare the Site. In the event that the City fails to prepare the Site, absent any force majeure event or unforeseen delays in construction schedule, in accordance with specifications as provided, or Artist is refused access to the Site as reasonably required, the Artist shall be excused from any delay occasioned by such failure of access or preparation.
- G. Be responsible for any structural or finishing modifications to the Site, in accordance with the specifications detailed in the approved design concept in Section 1.3 of this Agreement.
- H. Provide and install a plaque on or near the Artwork containing a credit to the Artist and a copyright notice substantially in the following form: Copyright © \_\_\_\_\_, date of publication. If the plaque is to be placed on the Artwork or Artwork pedestal, it should be done in consultation with the Artist.

III. Design

A. Concept/Schematic

The Artist submitted design concepts/schematics (the "Designs") which were selected and approved by the City, consisting of colored drawings or computer-generated color images (in plan and elevation) and/or 3-dimensional

models that accurately reflect the Artwork and how they will be installed at the Site, mock-ups, color and materials samples, and proposed fabrication methods. The Designs are attached to this Agreement as Exhibit A-1 and A-2.

B. Approval

Within forty-five (45) days after the execution of this agreement, the City shall notify the Artist if City requires any revisions to the Designs to comply with any applicable laws, ordinances, and/or regulations or for other reasons including, but not limited to, ensuring the physical integrity of the Artwork or its installation at the Site. If agreed upon by both parties, such revisions will become a part of the Designs. At the moment of approval for the Artwork, the City must also approve the Artist's intended display elements at the Site, including but not limited to plinths or other related display structures pertaining to the physical integrity of the Artwork at the Site and proposed signage.

C. Proposed Change After Approval

After the final form of the Work is approved by the City, the Artist may not change or alter the Artwork without the City's prior written consent at the City's sole discretion. Artist shall bear the sole responsibility and cost of removing and/or repairing any added design elements that are not approved, in writing, by the City.

D. Final Design/Construction Documents

Upon approval of the Design by City, Artist is authorized to proceed with the final Design(s) which shall include the following:

1. Any amended versions of drawings, renderings, maquettes, plans or finish samples included in the Preliminary Design; and
2. Engineered drawings of the Artwork' structural components, fabrication and installation methods, which must be signed and stamped by licensed design professionals/engineers; and
3. Detailed drawings, plans and/or written descriptions of all work to be done on or to the Site by City before and after installation of the Artwork including, but not limited to initial surveying, preparation of pedestal, walls, and finish integration (the "Final Design").
4. Upon approval by the City, the Final Designs as approved (the "Approved Design") shall be attached as Exhibit I to this Agreement. The Artist shall provide a set of as-built drawings for the Work following its installation.

IV. Budget and Payment Schedule

A. Budget

1. The budget for this project shall not exceed \$150,000.00 which is inclusive of all costs associated with the project, including but not limited to: artist expenses/honorarium, administration, sub-consultants, travel/lodging, artwork fabrication (including materials, details and specifications), site prep (including but not limited to anchor construction, structural engineering, etc.), artwork storage, transportation and installation, related permits, licenses, taxes and insurance.



2. The Artist shall prepare a budget ("Artist Budget,") which shall include all goods, services and materials with such costs itemized. The Artist Budget is attached hereto as Exhibit C.
3. If the Artist incurs costs in excess of the amount listed in the Artist Budget, the Artist shall pay such excess from the Artist's own funds unless the Artist obtains approval in writing for such additional costs from the City.

**B. Payment Schedule**

1. Artist's completion milestones and payment schedule are set forth in Exhibit B-1 and B-2.
2. A completed W9 and invoices are required for processing payment.
3. Payments will be made via ACH in accordance with City policy and procedures.

**V. Fabrication and Installation**

- A. The Artist shall fabricate and install the Artwork in substantial conformity with the Design. The Artist may not substantially deviate from the Design without written approval of the City.
- B. The Artist shall provide at least ten (10) days' notice to the City, in writing, when fabrication of the Artwork has been completed, and that the Artwork is ready for delivery and installation at the Site.
- C. The City shall promptly notify the Artist of any delays impacting installation of the Artwork.
- D. The Artist shall inspect the Site at least ten (10) days prior to, but no greater than thirty (30) days prior to, the transportation and installation of the Artwork and shall notify the City of any adverse Site conditions that will impact the installation of the Artwork, and which are in need of correction within five (5) business days of the discovery of such adverse Site conditions. Failure to inspect the site by the Artist shall be deemed as an acceptance of the Site conditions.
- E. The Artist shall deliver and install the Artwork to the Site in accordance with the Proposed Schedule/Timeframe included in Exhibit E-1 and E-2.
- F. The Artist shall be present to supervise the installation of the Artwork.
- G. Upon completion of the installation of the Artwork, the Artwork shall be deemed to be in the custody of the City for purposes of Article 3 and Article 5 of this Agreement, and the City assumes responsibility for the Artwork.
- H. Upon completion of the installation of the Artwork, the Artist shall provide the City with written instructions for the future maintenance and preservation of the Artwork.
- I. Notwithstanding any contrary language in the Project Timelines, Exhibit E-1 and E-2, Artist may not install the Artwork until authorized to do so by the City in writing.

**Article 2. Terms of Agreement**

- I. Duration

This Agreement shall be effective on the date that it has been signed by both parties, and, unless terminated earlier pursuant to such provisions in the Agreement, shall remain in effect until the City receives title to the Artwork ("Termination Date").

II. Force Majeure

The City shall grant to the Artist a reasonable extension of time in the event of a Force Majeure Event. As used herein, a "Force Majeure Event" shall include governmental moratorium or unavailability of essential supplies or utilities ( e.g. power or water) through no fault of Artist, fire (including wildfires), explosion or similar casualty, sabotage, theft, vandalism, riot or civil commotion, hurricane, tropical storm, tornado or flooding. Any extension of any date or deadline set forth in this Agreement due to a Force Majeure Event shall be only for delay in performance that is an actual and direct result of such Force Majeure Event. In the event that Artist claims a delay for a Force Majeure Event, Artist must make a claim for an extension in writing to City within five (5) business days after the occurrence of a Force Majeure Event for which such claim is being made.

**Article 3. Risk of Loss.** The Artist shall bear the risk of loss or damage to the Artwork until completion of the installation of the Artwork. The Artist shall take such measures as are reasonably necessary to protect the Artwork from loss or damage.

**Article 4. Artist's Representations and Warranties**

I. Warranties of Title

The Artist represents and warrants that:

- A. The Artwork is solely the result of the artistic effort of the Artist;
- B. Except as otherwise disclosed in writing to the City, the Artwork are unique and original and do not infringe upon any copyright or the rights of any person;
- C. The Artwork ( or duplicate thereof) has not been accepted for sale elsewhere;
- D. The Artist has not sold, assigned, transferred, licensed, granted, encumbered or utilized the Artwork or any element thereof or any copyright related thereto which may affect or impair the rights granted pursuant to this Agreement;
- E. The Artwork are free and clear of any liens from any source whatsoever;
- F. All Artwork created by the Artist under this Agreement, whether created by the Artist alone or in collaboration with others shall be wholly original with the Artist and shall not infringe upon or violate the rights of any third party;
- G. The Artist has the full power to enter into and perform this Agreement and to make the grant of rights contained in this Agreement;
- H. All services performed hereunder shall be performed in accordance with all applicable laws, regulations, ordinances and with all necessary care, skill, and diligence;
- I. These representations and warranties shall survive the termination or other extinction of this Agreement;
- J. Artist shall provide the City with Warranty of Titles, Exhibit F-1 and F-2, certifying that the Artwork is free of liens, claims or other encumbrances and that Artist has the legal ability to make this sale upon the completion of installation and final payment to the Artist.

## II. Warranties of Quality and Condition

- A. The Artist represents and warrants that all work will be performed in accordance with professional "workmanlike" standards and free from defective or inferior materials and workmanship (including any defects consisting of "inherent vice," or qualities that cause or accelerate deterioration of the Artwork) for two (2) years after the Termination Date ("Warranty Period").
- B. The Artist represents and warrants that reasonable maintenance of the Artwork will not require procedures substantially in excess of those described in the maintenance and preservation instructions submitted by the Artist upon completion of the Artwork.
- C. If, within the Warranty Period, the City observes any breach of warranty described in this agreement that is curable by the Artist, the Artist shall, at the request of the City, cure the breach promptly, satisfactorily and consistent with professional standards, at the sole cost and expense of the Artist. The City shall give notice to the Artist of such breach with reasonable promptness.
- D. If, after the Warranty Period, the City observes any breach of warranty described in this agreement that is curable by the Artist, the City shall contact the Artist to make or supervise repairs or restorations at a reasonable fee during the Artist's lifetime. The Artist shall have the right of first refusal to make or supervise repairs or restorations. Should the Artist be unavailable or unwilling to accept reasonable compensation under the industry standard, the City may seek the services of a qualified restorative conservator and maintenance expert.
- E. The foregoing Warranties of Quality and Condition are conditional and shall be voided by the City's failure to maintain the Artwork in accordance with Artist's specifications and the applicable conservation standards.

## Article 5. Insurance and Indemnification

### I. General

- A. The Artist acknowledges that until completion of the installation of the Artwork, any injury to property or persons caused by the Artwork or any damage to, theft of, vandalism to, or acts of God affecting the Artwork are the sole responsibility of the Artist, including, but not limited to, any loss occurring during the creation, storage, transportation, delivery or installation of the Artwork, regardless of where such loss occurs.
- B. Artist shall procure insurance coverages as set forth in Exhibit D for the entire duration of the installation.

### II. Indemnity

The Artist shall indemnify, defend, and hold harmless the City, its representatives, employees, and elected officials, from and against all claims, causes, demands, legal fees, costs, losses, damages or other expenses occasioned by any act, conduct, negligence, error or omission by the Artist or its respective agents, employees or delegates in the performance of this Agreement or occasioned wholly or in part by any act, conduct, error or omission by the Artist or its respective agents, employees or delegates in the performance of this Agreement, occurring during the term of this

Agreement. In agreeing to this paragraph, the City does not alter, extend or waive any defense of sovereign immunity to which it may be entitled under the Florida Constitution, section 768.28, Florida Statutes, or as otherwise provided by law. This Paragraph shall survive the termination of this Agreement. Notwithstanding any provision of this Agreement to the contrary, no Party shall recover from a party to this Agreement in an action, of whatever nature, in contract or tort, any consequential or incidental damages, lost profits, or any type of expectancy damages.

## **Article 6. Ownership and Intellectual Property Rights**

### I. Title

Title to the Artwork shall pass to the City upon completion of the Artwork, completion of installation of the Artwork, and final payment by City to Artist pursuant to Exhibit B-1 and B-2. The Artist hereby acknowledges that upon the Work's transfer of ownership to the City, the Artwork will be accessioned into the Port St. Lucie Public Art Collection (hereinafter "Collection").

### II. Copyright Ownership

- A. Artist Copyright: The Artist retains ownership of the copyright in the Artwork and in any plans, diagrams, installation instructions, drawings, models, and any other work product materials pertaining to the Artwork produced by the Artist. The Artist represents and warrants to the City that the Artwork and materials pertaining to the Work (including but not limited to instructions, plans, diagrams, models, and sketches) will be original to the Artist and all rights under the Copyright Act of 1976, 17 U.S.C. § 101 et seq., as the sole author of the Artwork for the duration of the copyright, and do not violate any third party's copyright or other intellectual property rights.
- B. City Copyright: The Artist agrees that the City and its agents may document the Artwork, and any renderings of the Artwork or work product, including, without limitation, its display, installation, and deinstallation, by all modern methods available (including but not limited to photography and video) for archival, promotional, publicity, educational, and any other non-commercial purposes as the City shall determine and that the City shall own the copyright in any and all City documentation. City will give credit to the Artist as specified herein when images of the Artwork are published.

### III. Reproduction Rights

- A. Artist License: The Artist hereby grants the City an exclusive, perpetual, worldwide license, with right to sublicense, to reproduce and distribute images of the Artwork for non-commercial purposes, including, but not limited to, reproductions used in brochures, media publicity, and exhibition catalogs or other similar publication provided that these rights are exercised in a tasteful and professional manner.
- B. City License: The City hereby grants the Artist a non-exclusive, perpetual, worldwide license, with right to sublicense, to reproduce and distribute images of the Artwork for non-commercial purposes, including, but not limited to, reproductions used in brochures, media publicity, and exhibition catalogs or other

similar publication provided that these rights are exercised in a tasteful and professional manner.

- C. All reproductions by the City shall contain a credit to the Artist and a copyright notice in substantially the following form: © ARTIST, 2025.
- D. The Artist shall use his best efforts in any public showing or resume use of reproductions of the Artwork to give acknowledgment to the City in substantially the following form: "An original artwork owned and commissioned by the City of Port St. Lucie, Florida."
- E. The City shall be entitled to make reproductions of the Artwork for commercial purposes including, but not limited to, t-shirts, postcards and posters, if any.

## **Article 7. Artist's Rights**

### **I. General**

- A. The Artist waives their rights pursuant to 17 U.S.C. §106A(a)(3) to prevent any distortion, mutilation, modification, or destruction of that work, for whatever reason and for whatever use of the Artwork(s) such distortion, mutilation, modification, or destruction of work is undertaken.
- B. This waiver does not extend to the rights of attribution conferred by 17 U.S.C. §106A(a)(1) or §106A(a)(2).
- C. If any substantial alteration or damage to the Artwork(s) occurs, the Artist shall have the right to disclaim authorship of the Artwork(s).
- D. The Artist understands, and consents, to the City using any secondary material, including but not limited to, lighting, décor, signage, etc. without first obtaining permission from the Artist.

### **II. Deaccession of Artwork(s)**

Artist hereby acknowledges that the City may deaccession the Artwork(s), including but not limited to, taking one of the following actions:

- A. selling the Artwork(s);
- B. donating the Artwork(s); or
- C. discarding or destroying the Artwork(s);

### **III. Sale of Artwork(s)**

In accordance with the Policy, the artist, or estate of the artist, will be given the first option to purchase or exchange the Artwork(s). In the event the City receives a bona fide written offer from any third party to purchase the Artwork(s), which the City desires to accept, Artist has the right and may elect to purchase the Artwork(s) at the price offered by such third party (the "Offered Price"). The City shall give notice to Artist, including delivery to Artist of a true and exact copy of the written bona fide offer, and allow Artist thirty (30) calendar days subsequent to OWNER's receipt of such notice within which Artist may elect to purchase the Artwork(s) from the City, and in the event Artist so elects to purchase the Artwork(s) by giving notice of such election to the City within the thirty (30) day period the City shall sell the Artwork(s) to Artist at the offered Price.

## **Article 8. Artist as an Independent Contractor**

- I. The Artist agrees to perform all work under this Agreement as an independent contractor and not as an employee of the City. The Artist acknowledges and agrees that the Artist shall not hold himself out as an authorized agent of the City with the power to bind in any manner. The Artist shall provide the City with the Artist's Tax Identification number and any proof of such number as requested by the City.

#### **Article 9. Assignment of Artwork**

- I. The work and services required of the Artist are personal and shall not be assigned, sublet or transferred. Any attempt by the Artist to assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect unless prior written consent is given by the City. The City shall have the right to assign or transfer any and all of the City's rights and obligations under this Agreement, subject to the Artist's consent, which consent will not be unreasonably withheld.

#### **Article 10. Termination and Default**

- I. If either party to this agreement shall fail to fulfill in a timely and proper manner, or otherwise violate any of the covenants, agreements or stipulations material to this Agreement, the other party shall thereupon have the right to terminate this Agreement by giving written notice of default to the defaulting party of its intent to terminate specifying the grounds for termination. The defaulting party shall have 30 days after the effective date of the notice to cure the default. If it is not cured by that time, this Agreement may be terminated.
- II. If the Artist defaults, fails to cure, and the City terminates the Agreement pursuant to such failure to cure, then the Artist shall return to the City all funds provided by the City. All finished and unfinished drawings, sketches, photographs and other work products prepared and submitted or prepared for submission by the Artist under this Agreement shall be retained by the Artist.
- III. Either Party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for Force Majeure Events beyond such Party's reasonable control. If a Party claims termination for a Force Majeure Event, such party must provide notice within ten (10) business days after the occurrence of a Force Majeure Event for which such termination is being made. Additionally, notice of termination of this Agreement, for a Force Majeure Event, shall be given to the non-terminating party in writing not less than ten (10) days prior to the effective date of termination.
- IV. The City may terminate this Agreement without cause upon sixty (60) days written notice to the Artist. The City shall pay the Artist for services performed and commitments made prior to the date of the termination, consistent with the schedule of payments set forth in Exhibit B of this Agreement. The Artist shall have the right to an equitable adjustment in the fee for services performed and expenses incurred beyond those for which the Artist has been compensated to date under Exhibit B. The Artist shall retain possession and title to the plans, drawing, designs, maquettes, and models already prepared and submitted or prepared for submission to the City by the Artist under this Agreement prior to the date of termination.

- V. Upon notice of termination, the Artist and his subcontractors shall cease all services affected.

**Article 11. Death or Incapacity**

- I. If the Artist becomes unable to complete this Agreement due to death or incapacity, such death or incapacity will not be deemed a breach of this Agreement or a default on the part of the Artist for purposes of Article 10.
- II. In the event of incapacity, the Artist shall assign his obligations and services under this Agreement to another artist provided that the City approves of the new artist and so agrees in writing. If the City does not agree, the City may elect to terminate this Agreement. The Artist shall retain all rights under Article 6 and Article 7 in the event of termination pursuant to this provision.
- III. In the event of death, this Agreement shall terminate effective the date of death. The Artist's heirs shall retain rights under Article 6 and Article 7.

**Article 12. Waiver.** The Parties agree that a waiver of any breach or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition.

**Article 13. Jury Trial Waiver.** In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall be in the Nineteenth Judicial Circuit in and for St. Lucie County, Florida, for claims under state law, and in the Southern District of Florida for claims justiciable in federal court. TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS AGREEMENT. This clause shall survive the expiration or Termination of this Agreement.

**Article 14. Amendments.** No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by both Parties hereto.

**Article 15. Severability.** If any term, covenant, condition or provision of this Agreement, or the application thereof to any person or circumstance, shall be held by a court of competent jurisdiction or arbitration panel to be in conflict with the laws, rules and/or regulations of the United States or the State of Florida, invalid, void or unenforceable, the remainder of the terms, covenants, conditions or provisions of this Agreement, or the application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby to the extent the remainder of the terms, covenants, conditions or provisions of this Agreement are capable of execution.

**Article 16. Choice of Law; Venue.** This Agreement shall be governed by the laws of the State of Florida both as to interpretation and performance. The venue of any action taken to enforce this Agreement, arising out of the Agreement, or related to the Agreement, shall be in St. Lucie County, Florida.

**Article 17. Entire Agreement .** This Agreement embodies the whole understanding of the parties hereto with respect to the subject matter set forth herein. There is no promise, term, condition or obligation between the parties with respect to the subject matter set forth in this Agreement, other than those contained herein, and this Agreement shall supersede all previous communications, representation, or agreements between the parties, either oral or written, with respect thereto.

**Article 18. Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall constitute an original, but all of which taken together shall constitute one and the same agreement.

**Article 19. Public Records.** Artist and any subcontractors shall comply with section 119.0701, Florida Statutes. Artist and any subcontractors are to allow public access to all documents, papers, letters, or other material made or received by the Artist in conjunction with this Agreement, unless the records are exempt from Article I, section 24(a), Florida Constitution, and section 119.07(1)(a), Florida Statutes. Pursuant to section 119.10(2)(a), Florida Statutes, any person who willfully and knowingly violates any of the provisions of chapter 119, Florida Statutes, commits a misdemeanor of the first degree, punishable as provided in sections 775.082 and 775.083, Florida Statutes.

## **RECORDS**

The City of Port St. Lucie is a public agency subject to chapter 119, Florida Statutes. The Artist shall comply with Florida's Public Records Laws. ARTIST'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Pursuant to section 119.0701, Florida Statutes, Artist agrees to comply with all public records laws, specifically to:

Keep and maintain public records required by the City in order to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS2 for Criminal Justice Agencies and District Medical Examiners.
2. During the term of the Agreement, the Artist shall maintain all books, reports, and records in accordance with generally accepted accounting practices and standards for records directly related to this Agreement. The form of all records and reports shall be subject to the approval of the City.
3. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the City. Artist's records under this Agreement include, but are not limited to, supplier/subcontractor invoices and



contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

4. The Artist agrees to make available to the City, during normal business hours all books of account, reports and records relating to this Agreement.
5. An Artist who fails to provide the public records to the City within a reasonable time may also be subject to penalties under section 119.10, Florida Statutes.

Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Artist does not transfer the records to the City.

Upon completion of the Agreement, transfer, at no cost to the City, all public records in possession of the Artist or keep and maintain public records required by the City to perform the service. If the Artist transfers all public records to the City upon completion of the Agreement, the Artist shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Artist keeps and maintains public records upon completion of the Agreement, the Artist shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**IF THE ARTIST HAS QUESTIONS REGARDING THE APPLICATION OF  
CHAPTER 119, FLORIDA STATUTES, TO THE ARTIST'S DUTY TO  
PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT,  
CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY CLERK**

**121 SW Port St. Lucie Blvd.**

**Port St. Lucie, FL 34984**

**(772) 871 5157**

**[pr@cityofpsl.com](mailto:pr@cityofpsl.com)**

**For City:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**For Artist:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

DRAFT

**Exhibit A-1: Design**

DRAFT

**Exhibit A-2: Design**

DRAFT

**Exhibit B-2: Budget and Payment Schedule**

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**Exhibit B-2: Budget and Payment Schedule**

DRAFT

**Exhibit C: Budget from Artist**

DRAFT

## Exhibit D: Insurance

1. Commercial General Liability insurance policy, written on an occurrence form basis, including all the usual coverage known as:
  - a. premises/operations liability
  - b. products/completed operations
  - c. personal/advertising injury
  - d. contractual liability
  - e. broad-form property damage
  - f. independent contractor's liability
  
2. Said policy must provide the following minimum coverage:
  - a. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
  - b. \$1,000,000 annual aggregate
  
  - c. Automobile liability. Business Automobile Liability at a limit of liability not less than \$1,000,000.00 each accident covering any auto, owned, non-owned and hired automobiles. In the event, the Artist does not own any automobiles; the Business Auto Liability requirement shall be amended allowing Artist to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. Certificate holder must be listed as additional insured. A waiver of subrogation shall be provided to the City. Coverage shall apply on a primary basis.
  - d. Workers' Compensation Insurance and Employer's Liability. The Artist shall agree to maintain Workers' Compensation Insurance & Employers' Liability in accordance with Section 440, Florida Statutes. Employers' Liability must include limits of at least \$100,000.00 each accident, \$100,000.00 each disease/employee, \$500,000.00 each disease/maximum. A Waiver of Subrogation endorsement shall be provided to the City. Coverage shall apply on a primary basis.
  - e. Transportation/Cartage insurance. Prior to shipment, the Artist must show the City that the artwork is insured independently or by the carrier during its shipment to the Site. While under the care, custody and control of the carrier up to the value of the Artwork.
  - f. Installation Subcontractor Liability. It shall be the responsibility of the Artist to ensure that all subcontractors for installation of the Artwork at the Site comply with the same insurance requirements referenced above without the language "when required by written contract".



**Exhibit E-1: Project Timeline/Time Frame**

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**Exhibit E-2: Project Timeline/Time Frame**

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**Exhibit F-2: Warranty of Title**

I, \_\_\_\_\_ (name), \_\_\_\_\_ (title) guarantee and warrant that the WORK listed in the Artwork Commission Agreement is free and clear of any liens, claims or other encumbrances of any type.

ARTIST

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
  ) ss  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_ day of \_\_\_\_\_ 2025, by \_\_\_\_\_ on behalf of \_\_\_\_\_, is [ ] personally known to me to be the person who executed the foregoing instrument, or who has [ ] produced the following identification:

\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
My Commission expires

\_\_\_\_\_  
Printed Name of Notary Public