

# Memorandum



CITY OF DALLAS

DATE May 15, 2015

TO Honorable Members of the Arts, Culture & Libraries Committee: Philip T. Kingston (Chair), Monica R. Alonzo (Vice Chair), Vonciel Jones Hill, Jerry R. Allen, Carolyn R. Davis, Jennifer Staubach Gates

SUBJECT May 27, 2015 Dallas Public Library Upcoming Agenda Items: Library Strategic Plan & Library Scanning Systems

On Wednesday, May 27, 2015, two council agenda items for Dallas Public Library will be presented for consideration. The first item seeks approval for a contract with Futterman & Associates, Inc. dba CIVIC Technologies, the most advantageous proposal, for the development of a 3-year comprehensive strategic plan for the Dallas Public Library, in an amount not to exceed \$129,571. The strategic plan service contract will help guide the Library in providing services that meet the changing needs of the communities we serve. It will closely examine our community needs, include goals and measurable objectives, and identify potential service enhancements with respect to future trends and technologies.

The second item will request approval to purchase and establish a three year maintenance contract with Image Access, the lowest responsible bidder, to provide 32 scanning system kiosks for the Central Library and 27 branch libraries, in an amount not to exceed \$144,512. The scanning system kiosks will be made available to the general public for the purpose of providing customers with the ability to scan Library materials and other documents into a digitized format and/or print duplicate copies.

City Council included funding for both the strategic plan and scanning systems in the adopted FY 2014-15 budget. As the Library expands hours of operation, these services become a critical component in meeting customer demand and providing them with the resources required for continuing education, career development, and community support. The agenda information sheets are attached for your review.

If you have questions or need additional information, please contact me.

A handwritten signature in black ink that reads "Joey Zapata".

Joey Zapata  
Assistant City Manager

## Attachment

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Warren M.S. Ernst, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

**AGENDA ITEM # 5**

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** May 27, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Library

**CMO:** Jeanne Chipperfield, 670-7804  
Joey Zapata, 670-1204

**MAPSCO:** N/A

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**SUBJECT**

Authorize a three-year service contract for the development of a comprehensive strategic plan for the Dallas Public Library – Futterman & Associates, Inc. dba CIVIC Technologies, most advantageous proposer of five – Not to exceed \$129,571 - Financing: Current Funds (subject to annual appropriations)

**BACKGROUND**

This service contract will provide for the development of a three-year comprehensive strategic plan for the Dallas Public Library. This strategic plan will not only include goals, but measurable objectives and proposed activities that will meet a variety of community needs. The plan focuses on a specific area within the Library system such as collections, technology, staffing and facilities. The plan will examine community growth patterns and demographics using market segmentation and ethnographic data to identify the needs for services with respect to future trends and technologies.

As part of the strategic planning process, the vendor will:

- Collect data through surveys, focus groups and community meetings
- Conduct meetings with key stakeholders
- Assist in identifying community needs and gaps
- Develop an ongoing annual evaluation process to measure progress and outcomes of the plan

**BACKGROUND (Continued)**

This contract also includes a subscription to Community Connect, a web-based application that will allow staff to view usage, market segmentation and demographic data by location to tailor programs and services to fit their community's needs.

The Dallas Public Library serves a population of 1.3 million citizens and consists of the J. Erik Jonsson Central Library, 27 branch libraries, 2 bookmobiles and Bookmarks@NorthPark Center.

A six member committee from the following departments reviewed and evaluated the proposals:

- Library (2)
- Convention and Event Services (1)
- Fire-Rescue (1)
- City Manager's Office (1)
- Business Development and Procurement Services (1)\*

\*Business Development and Procurement Services only evaluated cost.

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30%
- Background, experience and capability 25%
- Approach 25%
- Strategic Plan Implementation 20%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 1,211 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the BDPS' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council - Southwest, to ensure maximum vendor outreach.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 18, 2015, the Arts, Culture & Libraries Committee will be briefed via memorandum.

**FISCAL INFORMATION**

\$129,571.00 - Current Funds (subject to annual appropriations)

**M/WBE INFORMATION**

235 - Vendors contacted  
235 - No response  
    0 - Response (Bid)  
    0 - Response (No Bid)  
    0 - Successful

1,211 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

**ETHNIC COMPOSITION**

Futterman & Associates, Inc. dba CIVIC Technologies

White Male	1	White Female	0
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	1

**PROPOSAL INFORMATION**

The following proposals were received from solicitation number BTZ1506 and were opened on March 5, 2015. This service contract is being awarded in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*Futterman & Associates, Inc. dba CIVIC Technologies	17700 Karen Dr. Encino, CA 91316	85%	\$129,571.00
OrangeBoy, Inc.	1042 Ridge St. Columbus, OH 43215	71%	\$148,750.00
Aaron Cohen Associates, LTD	159 Teatown Rd. Croton-on-Hudson, NY 10520	69%	\$ 88,111.00

**PROPOSAL INFORMATION (Continued)**

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
Godfrey's Associates, Inc.	10738 C Park Village Pl. Dallas, TX 75230	62%	\$425,920.00
eoPeritium Technologies, LLC	1233 Heritage Hill Dr. Desoto, TX 75115	51%	\$282,705.67

**OWNER**

**Futterman & Associates, Inc. dba CIVIC Technologies**

Marc Futterman, President  
Maria Salgado-Futterman, Vice President

May 27, 2015

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a service contract with Futterman & Associates, Inc. dba CIVIC Technologies (VS86923) for the development of a comprehensive strategic plan for the Dallas Public Library for a term of three years in an amount not to exceed \$129,571.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Futterman & Associates, Inc. dba CIVIC Technologies shall be based only on the amount of the services directed to be performed by the City and properly performed by Futterman & Associates, Inc. dba CIVIC Technologies under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds from the following appropriations in an amount not to exceed \$129,571.00 (subject to annual appropriations):

<u>Fund</u>	<u>Dept</u>	<u>Unit</u>	<u>Object</u>	<u>FY</u>	<u>Amount</u>	<u>Encumbrance</u>
0001	LIB	5310	3070	2015	\$119,591.00	CT-LIB15-5310-G045-F
0001	LIB	5310	3070	2016	\$ 4,990.00	CT-LIB16-5310-A014-F
0001	LIB	5310	3070	2017	\$ 4,990.00	CT-LIB17-5310-A008-F

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**AGENDA ITEM # 8**

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** May 27, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Business Development & Procurement Services  
Library

**CMO:** Jeanne Chipperfield, 670-7804  
Joey Zapata, 670-1204

**MAPSCO:** N/A

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**SUBJECT**

Authorize **(1)** an acquisition contract for the purchase and implementation of a library scanning system in the amount of \$116,800; and **(2)** a three-year service contract for maintenance and technical support of the library scanning system in the amount of \$27,712 – Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc., most advantageous proposer of two - Total not to exceed \$144,512 - Financing: Current Funds (subject to annual appropriations)

**BACKGROUND**

These contracts will allow for 32 library scanning systems to be purchased, installed and maintained over a three-year period at the Central Library and 27 branch libraries. Maintenance will include replacement parts and service calls as needed.

The library scanning system will be made available to the general public for the purpose of providing customers with the ability to scan library materials and other document types into a digitized format and/or print duplicate copies.

A six member evaluation committee was selected from the following departments:

- Library (2)
- Office of Cultural Affairs (1)
- Communication and Information Services (1)
- Business Development and Procurement Services (2)\*

\*Business Development and Procurement Services only evaluated the Business Inclusion and Development Plan and cost.

## **BACKGROUND (Continued)**

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30%
- Ability to meet equipment specifications 25%
- Background, professional qualifications 15%
- Business Inclusion and Development Plan 15%
- Experience and capability 15%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services used its procurement system to send out 478 email bid notifications to vendors registered under respective commodities. To further increase competition, Business Development and Procurement Services uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, notifications were sent by the Business Development and Procurement Services' ResourceLINK Team (RLT) to 25 chambers of commerce, the DFW Minority Business Council and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

## **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 18, 2015, the Arts, Culture & Libraries Committee will be briefed via memorandum.

## **FISCAL INFORMATION**

\$144,512.00 - Current Funds (subject to annual appropriations)

## **M/WBE INFORMATION**

53 - Vendors contacted  
53 - No response  
0 - Response (Bid)  
0 - Response (No Bid)  
0 - Successful

478 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.



**ETHNIC COMPOSITION**

Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc.

White Male	5	White Female	8
Black Male	1	Black Female	2
Hispanic Male	6	Hispanic Female	3
Other Male	1	Other Female	1

**PROPOSAL INFORMATION**

The following proposals were received from solicitation number BHZ1505 and were opened on February 5, 2015. These contracts are being awarded in their entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc.	543 NW.77 Street Boca Raton, FL 33487	83%	\$144,512.00
EnvisionWare, Inc.	2855 Premiere Parkway Suite A Duluth, GA 30097	61%	\$212,266.37

**OWNER**

**Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc.**

Theodore O. Webb II, President  
Patricia H. Goodspeed, Secretary

May 27, 2015

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute (1) an acquisition contract for the purchase and implementation of a library scanning system in the amount of \$116,800.00; and (2) a three-year service contract for maintenance and technical support of the library scanning system in the amount of \$27,712.00, with Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc. (VC13842) in a total amount not to exceed \$144,512.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc. shall be based only on the amount of the services directed to be performed by the City and properly performed by Image Access, Inc. doing business in Texas as Digital Library Systems Group, Inc. under the contract.

**Section 2.** That the Chief Financial Officer is hereby authorized to disburse funds from the following appropriations in an amount not to exceed \$144,512.00 (subject to annual appropriations):

<u>FUND</u>	<u>DEPT</u>	<u>UNIT</u>	<u>OBJ</u>	<u>AMOUNT</u>	<u>FY</u>	<u>ENCUMBRANCE</u>
0001	LIB	5323	2731	\$116,800.00	2015	CT-LIB15-5323-H055-1
0001	LIB	5323	3110	\$ 9237.34	2015	CT-LIB15-5323-H056-1
0001	LIB	5323	3110	\$ 9237.33	2016	CT-LIB16-5323-A015-1
0001	LIB	5323	3110	\$ 9237.33	2017	CT-LIB17-5323-A009-1

**Section 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

# Memorandum



CITY OF DALLAS

DATE May 15, 2015

TO Honorable Members of the Arts, Culture & Libraries Committee: Philip T. Kingston (Chair), Monica R. Alonzo (Vice Chair), Vonciel Jones Hill, Jerry R. Allen, Carolyn R. Davis, Jennifer Staubach Gates

SUBJECT May 27, 2015 Office of Cultural Affairs Upcoming Agenda Item: Kiest Park Public Art Public/Private Funding Partnership

On Wednesday, May 27, 2015 a council agenda item from the Office of Cultural Affairs will be presented for consideration. This item seeks the approval of a receipt and deposit of funds from the Oak Cliff Foundation in an amount not to exceed \$68,000; the establishment of appropriations in the amount of \$68,000 in the Capital Gift, Donation and Development Fund; and a contract with the Oak Cliff Foundation to contribute \$68,000 to the funding for the Kiest Park public art project to be located in Kiest Park.

This action would authorize the Oak Cliff Foundation to participate in the development of the scope of the public art project - to commission a work of public art to be placed at Kiest Park honoring the contributions of Jimmie Lee Vaughan and Stevie Ray Vaughan, known as the Vaughan Brothers, for the Oak Cliff Foundation to participate in the artist selection process for Park and Recreation public art projects as a member of the selection panel, and to raise \$68,000 in support of the project: \$28,000 to augment the project budget and \$40,000 in support of the maintenance of the project.

Public Art funding was approved for \$74,000 for this project. This donation will supplement the funding that was approved by prior actions.

Please contact me if you have any questions or need additional information.

A handwritten signature in black ink that reads "Joey Zapata".

Joey Zapata  
Assistant City Manager

## Attachment

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Warren M.S. Ernst, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

**AGENDA ITEM # 30**

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** May 27, 2015

**COUNCIL DISTRICT(S):** 4

**DEPARTMENT:** Office of Cultural Affairs  
Park & Recreation

**CMO:** Joey Zapata, 670-1204  
Willis Winters, 670-4071

**MAPSCO:** 53 V Z, 54 S W

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**SUBJECT**

Authorize **(1)** the receipt and deposit of funds from the Oak Cliff Foundation in an amount not to exceed \$68,000; **(2)** an increase of appropriations in the amount of \$28,000 in the Park and Recreation Capital Gift, Donation and Development Fund; **(3)** an increase of appropriations in the amount of \$40,000 in the Cultural Affairs Gifts & Donations Fund; and **(4)** a contract with the Oak Cliff Foundation for financial support and development of the Kiest Park public art project to be located in Kiest Park at 3080 South Hampton Road – Not to exceed \$68,000 - Financing: Oak Cliff Foundation Funds

**BACKGROUND**

The City of Dallas Public Art Ordinance provides that all appropriations for City capital improvement projects shall include an amount equal to 1.5% (or .75%) of the total capital improvement project appropriation to be used for the design services of artists and for the creation of artworks for new City facilities (Dallas City Code, Chapter 2, Article X, Sec. 2-103(a)).

On December 9, 2009, Resolution No. 09-2956 authorized approval of the proposed Park and Recreation Public Art Plan for the 2006 Bond Program in compliance with the City's Public Art Ordinance of the Dallas City Code, Chapter 2, Article X, and as approved by the Cultural Affairs Commission and the Park and Recreation Board.

On April 23, 2014, Resolution No. 14-0664 authorized an amendment to Resolution No. 09-2956, previously approved on December 9, 2009, to the Park and Recreation Public Art Plan for the 2006 Bond Program to include Kiest Park, in compliance with the City's Public Art Ordinance of the Dallas City Code, Chapter 2, Article X.

**BACKGROUND** (Continued)

This action is for approval of a contract between the City of Dallas and the Oak Cliff Foundation authorizing the Oak Cliff Foundation to participate in the development of the scope of the public art project. The commission will be a work of public art to be placed at Kiest Park honoring the contributions of Jimmie Lee Vaughan and Stevie Ray Vaughan, known as the Vaughan Brothers. The Oak Cliff Foundation will participate in the artist selection process for the Park and Recreation public art project as a member of the selection panel, and raise \$68,000 in support of the project: \$28,000 to augment the project budget and \$40,000 in support of the maintenance of the project. Public Art funding was approved for \$74,000 for this project from 2006 Bond Funds. This donation will supplement the funding that was approved by prior actions.

**ESTIMATED SCHEDULE OF PROJECT**

City Council Approval	May 2015
Request for Artists Qualifications	June 2015
Selection of Artist	September 2015
City Council Approval of Artist and Project Proposal	October 2015

**PRIOR ACTION/REVIEW (COUNCIL, BOARD, COMMISSIONS)**

The Public Art Committee approved the Park and Recreation Public Art Plan to the Cultural Affairs Commission on March 13, 2007.

The Cultural Affairs Commission approved the Park and Recreation Public Art Plan on March 15, 2007.

The Park and Recreation Board authorized the Park and Recreation Public Art Plan on March 22, 2007.

The Park and Recreation Board authorized approval of the proposed Park and Recreation Public Art Plan for the 2006 Bond Program on June 19, 2008.

The Public Art Committee authorized the proposed Park and Recreation Public Art Plan on October 13, 2009.

The Cultural Affairs Commission authorized the proposed Park and Recreation Public Art Plan on October 15, 2009.

City Council authorized approval of the proposed Park and Recreation Public Art Plan for the 2006 Bond Program on December 9, 2009, by Resolution No. 09-2956.

The Park and Recreation Board authorized rescinding the prior approval of the Public Art Projects list and authorized a revised projects list for the Park and Recreation Public Art Plan on June 20, 2013.

**PRIOR ACTION/REVIEW (COUNCIL, BOARD, COMMISSIONS)** (Continued)

The Park and Recreation Planning and Design Committee reviewed this item on April 16, 2015.

**FISCAL INFORMATION**

\$68,000 - Oak Cliff Foundation Funds

**MAP**

Attached

May 27, 2015

**WHEREAS**, Chapter 2, Article X of the Dallas City Code establishes a Public Art Program to include works of art and design services of artists in certain City capital improvement projects; and

**WHEREAS**, in carrying out the intent of the Public Art Program, the Office of Cultural Affairs, working with the Park and Recreation Department, has identified a public art project to complement Kiest Park at 3080 South Hampton Road; and

**WHEREAS**, the Oak Cliff Foundation is contributing \$68,000 toward the development and maintenance of a public art project at Kiest Park honoring the contributions of Jimmie Lee Vaughan and Stevie Ray Vaughan, known as the Vaughan Brothers.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**Section 1.** That the City Manager is authorized to execute a contract for a contribution in the amount of \$68,000 from the Oak Cliff Foundation to support the funding for the Kiest Park public art project, upon approval as to form by the City Attorney.

**Section 2.** That the Chief Financial Officer is authorized to deposit \$28,000 into the Capital Gift, Donation and Development Fund 0530, Department PKR, Unit P958, Revenue Source 8411, and \$40,000 into the Gift and Donation Fund 0388, Department OCA, Unit 3686, Revenue Source 8411.

**Section 3.** That the City Manager is authorized to increase appropriations in the amount of \$28,000 in Fund 0530, Department PKR, Unit P958, Various Object Codes, and \$40,000 in Fund 0388, Department OCA, Unit 3686, Various Object Codes, according to the terms of the contract.

**Section 4.** That the Chief Financial Officer is hereby authorized to disburse funds from Fund 0530, Department PKR, Unit P958, and Fund 0388, Department OCA, Unit 3686, in accordance with the terms of the contract.

**Section 5.** That this resolution shall take effect immediately from and after its passage in accordance with provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

# Memorandum



CITY OF DALLAS

DATE May 15, 2015

TO Honorable Members of the Arts, Culture & Libraries Committee: Philip T. Kingston (Chair), Monica R. Alonzo (Vice Chair), Vonciel Jones Hill, Jerry R. Allen, Carolyn R. Davis, Jennifer Staubach Gates

SUBJECT May 27, 2015 Office of Cultural Affairs Upcoming Agenda Item: Installation of Medellin Windows at the City Performance Hall

On Wednesday, May 27, 2015 a council agenda item from the Office of Cultural Affairs will be presented for consideration. This item seeks approval of a contract with Van Enter Studios, Ltd for the design, fabrication and installation of Octavio Medellin Fused Glass windows at the City Performance Hall in an amount not to exceed \$56,000.

Van Enter Studios, Ltd has served as the conservator for the removal, restoration, and designer for the installation design, fabrication and installation of the fused glass windows created by Dallas artist Octavio Medellin in 1960. Van Enter Studio, Ltd removed the windows, donated by the YMCA of Greater Dallas to the City of Dallas, saving them from destruction in 2013. Van Enter Studios, Ltd, has provided restoration and conservation work, structural engineering, and design services for the Octavio Medellin windows installed at Dallas Love Field, and will provide the same services for three windows by Octavio Medellin to be placed in the Dallas City Performance Hall.

Van Enter Studios, Ltd will complete the following tasks:

- Archive and restore the glass panes and steel framing
- Provide a written conservation assessment;
- Provide a structural design and plan for steel frames approved by a certified Structural Engineer licensed in the state of Texas
- Provide final design and structural drawings for proposed lighting plan
- Provide an installation plan for the pieces, including installation dates
- Install artwork in the Dallas City Performance Hall by July 30, 2015

Please contact me if you have any questions or need additional information.

A handwritten signature in black ink, appearing to read 'Joey Zapata'.

Joey Zapata  
Assistant City Manager

Attachment



DATE May 15, 2015

SUBJECT May 27, 2015 Office of Cultural Affairs Upcoming Agenda Item: Installation of Medellin Windows at the City Performance Hall

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Warren M.S. Ernst, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager  
Eric D. Campbell, Assistant City Manager  
Mark McDaniel, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager – Mayor & Council

**AGENDA ITEM # 29**

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** May 27, 2015

**COUNCIL DISTRICT(S):** 14

**DEPARTMENT:** Office of Cultural Affairs  
Public Works Department

**CMO:** Joey Zapata, 670-1204  
Jill A. Jordan, P.E., 670-5299

**MAPSCO:** 45G

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**SUBJECT**

Authorize a contract with Van Enter Studio, Ltd. for the design, fabrication and installation of Octavio Medellin Fused Glass windows with attached light box frame at the Dallas City Performance Hall - Not to exceed \$56,000 - Financing: 2003 Bond Funds (\$36,000) and Current Funds (\$20,000)

**BACKGROUND**

Van Enter Studio, Ltd. has served as the conservator for the removal, restoration, and designer for the installation design, fabrication and installation of the fused glass windows created by Dallas artist Octavio Medellin in 1960. Van Enter Studio, Ltd. removed the windows, donated by the YMCA of Greater Dallas to the City of Dallas, saving them from destruction in 2013. Van Enter Studio, Ltd., has provided restoration and conservation work, structural engineering, and design services for the Octavio Medellin windows installed at Dallas Love Field, complete in April 2015 and will provide the same services for three windows by Octavio Medellin to be placed in the Dallas City Performance Hall at 2520 Flora Street.

Van Enter Studio, Ltd. will complete the following tasks:

- Archive and restore the glass panes and steel framing
- Provide a written conservation assessment;
- Provide a structural design and plan for steel frames approved by a certified Structural Engineer licensed in the state of Texas;
- Provide final design and structural drawings for proposed lighting plan
- Provide an installation plan for the pieces, including installation dates
- Install glass artwork as per approved installation design in the Dallas City Performance Hall by July 30, 2015

## **ESTIMATED SCHEDULE OF PROJECT**

Design for light box installation of glass windows	June 2015
Fabrication of light box 50% complete	June 2015
Fabrication of light box 100% complete	July 2015
Artwork installed	July 2015

## **PRIOR ACTION/REVIEW (COUNCIL, BOARD, COMMISSIONS)**

On August 6, 2013, the Public Art Committee reviewed and recommended acceptance of the donation of four glass windows by Octavio Medellin from the YMCA of Greater Dallas.

On August 13, 2013, Cultural Affairs Commission reviewed and accepted the donation of the four glass windows by Octavio Medellin from the YMCA of Greater Dallas.

## **FISCAL INFORMATION**

2003 Bond Funds - \$36,000  
Current Funds - \$20,000

## **M/WBE INFORMATION**

See attached

## **ETHNIC COMPOSITION**

Caucasian Male 1

## **OWNER**

**Van Enter Studio, Ltd.**

Michael Van Enter, Artist

## **MAP**

Attached

May 27, 2015

**WHEREAS**, Chapter 2, Article X of the Dallas City Code establishes a Public Art Program to include works of art and design services of artists in certain City capital improvement projects; and

**WHEREAS**, in carrying out the intent of the Public Art Program, the Office of Cultural Affairs, working with the Public Art Committee, has identified a public art project to complement the Dallas City Performance Hall; and

**WHEREAS**, Van Enter Studio, Ltd. was selected for the project and was approved by the Public Art Committee and the Cultural Affairs Commission; and

**WHEREAS**, \$36,000 is now currently available from the 2003 Bond Funds and \$20,000 is available from the Office of Cultural Affairs to support the design, fabrication and installation of the restored artwork.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That following approval as to form by the City Attorney, the City Manager is hereby authorized to execute a contract with Van Enter Studio, Ltd to design, fabricate and install stained glass window artwork by Octavio Medellin at the City Performance Hall located at 2520 Flora St, Dallas, TX 75201.

**SECTION 2.** That the Chief Financial Officer is authorized to disburse payments to Van Enter Studio, Ltd in an amount not to exceed \$56,000 from the 2003 Bond Program and Office of Cultural Affairs as follows:

Fund 5R07, Department PBW, Unit PA04, Obj. 4425 Program #PB06T696, CT PBW06T696E1 Vendor #VS0000022723, in amount not to exceed	\$ 9,514
Fund 5R07, Department PBW, Unit PA24, Obj. 4425 Program #PB06T696, CT PBW06T696E1 Vendor #VS0000022723, in amount not to exceed	\$ 2,290
Fund 6R07, Department PBW, Unit PA24, Obj. 4425 Program #PB06T696, CT PBW06T696E1 Vendor #VS0000022723, in amount not to exceed	\$ 13,506
Fund 5R49, Department PBW, Unit PA07, Obj. 4425 Program #PB06T696, CT PBW06T696E1 Vendor #VS0000022723, in amount not to exceed	\$ 10,514

May 27, 2015

**SECTION 2.** (Continued)

Fund 3R49, Department PBW, Unit PA27, Obj. 4425 Program #PB06T696, CT PBW06T696E1 Vendor #VS0000022723, in amount not to exceed	\$ 176
Fund 0001, Department OCA, Unit 4903, Obj. 3099 CT OCA4903T486 Vendor #VS0000022723, in amount not to exceed	\$ 20,000

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.