

REQUEST FOR PROPOSALS  
*City of Fort Collins, Colorado*  
**Art in Public Places Program**  
**2017 TRANSFORMER CABINET WRAP PROJECT**  
Budget: \$350– per artist

The Art in Public Places Program (APP) is promoting its first call to commission multiple artists/teams to work with the Transformer Cabinet Wrap Project Team on wrap designs to be placed on electrical equipment in numerous locations in Fort Collins, Colorado. The artists/teams will develop and submit a visual concept for one digital design to be printed on vinyl wrap material to be placed on a transformer cabinet located in Fort Collins, Colorado. Digital designs as well as digital photography and digital photo collage will be accepted. The wraps are intended to help mitigate graffiti, as well as create artful objects within the public sites. The APP Program will select multiple designs.

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**SUBMISSION INFORMATION**

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Proposals will be received at the City of Fort Collins Purchasing Division, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524.

**Art in Public Places Program**  
**2017 Transformer Cabinet Wrap Project**  
**Proposals must be received before 5:00 p.m. (our clock), September 6, 2017**

Final Selection: September, 2017

***Applications should be emailed (preferred) to:***  
**[purchasing@fcgov.com](mailto:purchasing@fcgov.com)**

Type **2017 Transformer Cabinet Wrap Project** in the subject line  
(Request an acknowledgement email)

***Or should be mailed to:***  
**2017 Transformer Cabinet Wrap Project**  
City of Fort Collins Purchasing Division  
P.O. Box 580  
Fort Collins, CO 80522

***Or should be hand-delivered to:***  
**2017 Transformer Cabinet Wrap Project**  
City of Fort Collins Purchasing Division  
215 N. Mason  
Fort Collins, CO 80524

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**CONTACT INFORMATION**

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Questions concerning the scope of the project should be directed to Ellen Martin, at (970) 416-2789.

Questions regarding submittal or process should be directed to Gerry Paul (970) 221-6779.

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## PROJECT

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The Art in Public Places Program of Fort Collins, Colorado, is requesting proposals in an open competition for artists/teams to create a design to be printed on vinyl wrap material and placed on select electrical equipment (transformer cabinets) sited within the City of Fort Collins. The goal of the project is to mitigate placement of graffiti upon these existing structures and to make them artful objects within the site.

### **Project Design Requirement:**

- Visually active, busy composition, with strong value contrast to deter graffiti, leaving no large open areas over 5"
- Picture-based, not word-based. Any text included in the design should be incidental to the design and cannot be over 3" in height.
- No logos; copyrighted or trademarked images; advertisements; or political, commercial, religious, or sexual symbols, themes or messages
- Designs must be appropriate for a diverse, broad- based audience of all ages. We encourage diversity in the themes/content
- Use of dark colors in the design is subject to approval to avoid thermal problems for the transformer cabinet
- The City of Fort Collins will add the required labeling for each electrical/Utility unit

### **Final Deliverables and Requirements:**

Selected artists will provide vector graphics, or digital images according to the exact specs provided to create the vinyl wrap. Final images must be high resolution—at least 100 dpi at final size of print. Artists requiring assistance with creating these files should seek the guidance of a qualified graphics technician.

Artwork must be original, created by the artist submitting the artwork, and created in the last two years.

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## ELIGIBILITY

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This project is open to all artists/ teams that reside or have a current studio space within the Growth Management Area of Fort Collins, Colorado. A map of the Growth Management Area can be found at [fcgov.com/growth-management-area](http://fcgov.com/growth-management-area). Proof of eligibility must be made available upon request. The artists must be willing to work with the design team selected by the City of Fort Collins.

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## MEDIA

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The Project Team is looking for digital designs/imagery to be printed on wrap material to be applied to working transformer cabinets. Digital designs and digital photography are encouraged.

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## BUDGET

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Compensation will be for one design to be used in Fort Collins. The total contract amount shall be for all applicable expenses, which includes all fees for consulting with the design team, the design, and travel. The selected artist/team for each wrap design will be compensated \$350 upon the satisfactory submittal of the final art-work to the provided specifications.

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## SELECTION PROCESS

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A selection committee may consist of members of the APP Board, representatives from the Transformer Cabinet Wrap Project Team, and a City Purchasing Department representative. The committee will review application materials and make a final recommendation. The selection committee reserves the right to reject any or all entries at any time in the review and selection process.

Artists/teams will be chosen during an initial review process. Each selected artist/team will work with the project team to expand their proposed design to fit a cabinet shape. If the design proposal receives final approval from the APP Board, and possibly the Fort Collins City Council, the artists will be awarded contracts for the amount of \$350.

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## SELECTION CRITERIA

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1. Suitability of the artist/team to the project as demonstrated in resume and letter of intent.
2. Quality and suitability of submitted concept image.

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## CONTRACT

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Upon selection and final design approval, the artist must complete a contract with the City of Fort Collins. All finished work shall be faithful to the drawings, designs, concepts, and budget as approved by the APP Board and possibly the Fort Collins City Council. Payments will be made as contracted, with final payment to be made upon completion and acceptance by the City of Fort Collins. Upon the satisfactory submittal of artwork, chosen artist(s) will release all rights of ownership of the design/artwork and final product of the wrap to the City of Fort Collins, and will waive all rights to use of the completed design, except for inclusion in artists' professional portfolio(s).

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## APPLICATION MATERIALS TO BE SUBMITTED

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**Please submit one (1) copy of the following materials:**

1. A one-page letter of intent. Include information such as why artist/team members are interested and how the artist/team's skills and experience relate to this project.
2. Current resume (max. 2 pages) outlining art/teams professional accomplishments.
3. **One full color** image depicting proposal concept for the wrap image using the template found on page 5 of this form. Artists/teams can submit only one concept.
4. Completed form on page 4 of this RFP.

**Submissions must be complete or will not be reviewed.**

Materials not requested will not be reviewed.

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**NOTICE**

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All proposals submitted must meet all applicable City codes and charter requirements. The City of Fort Collins reserves the right to reject all proposals and to waive irregularities or informalities. Artists are not to contact the project community/neighborhoods for an APP project unless arranged through Ellen Martin, APP Coordinator for the City.

Sincerely,  
Gerry S. Paul  
Purchasing Director

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**Please fill out this form and include with application materials for each participating artist.**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I live or have a current studio space within the  
Growth Management Area of Fort Collins, Colorado.**

Home Address: \_\_\_\_\_

Studio Address: \_\_\_\_\_



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**Design Concept**

Artist Name: \_\_\_\_\_

Description:

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