

REQUEST FOR PROPOSALS
City of Fort Collins, Colorado
Art in Public Places Program (APP)
2017 COMMUNITY TRANSFORMER CABINET MURAL PROJECT
Honorarium – \$450.

The City of Fort Collins Art in Public Places (APP) Program seeks to involve local non-profit organizations by commissioning them to work with the Project Team on murals for transformer cabinets in various locations in Fort Collins, Colorado. The murals are intended to help mitigate graffiti, as well as create artful objects within the public sites. The non-profit organization will develop and submit a visual concept for the mural to be painted on a transformer cabinet located in Fort Collins, Colorado. The APP Program may select one or more organizations for this project.

SUBMISSION INFORMATION

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 Community Transformer Cabinet Mural Project
Proposals must be received before 5:00 p.m. (our clock), April 7, 2017

Final Selection: April 2017

Applications should be emailed to:
purchasing@fcgov.com

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

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

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

CONTACT INFORMATION

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 Jill Wilson, Purchasing Buyer, at (970) 221-6216.

PROJECT

The Art in Public Places Program of Fort Collins, Colorado, is requesting proposals in an open competition for teams from local non-profit organizations to create two-dimensional murals on selected 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. As an organization team, please create a preliminary concept drawing for the cabinet mural. Submit your concept image using the form at the end of this proposal request. We are looking for murals that are visually active/busy, with strong value contrast so as not to leave large open spaces. The artwork design shall be picture-based, not word-based. If you choose to include text in your design, it should be incidental to the design. Do not use text over 3" in height, and do not make it the focal point of the design. Designs that include logos; copyrighted or trademarked images; advertisements; or political, commercial, religious, or sexual symbols, themes, or messages will not be accepted. Designs should be appropriate for a broad-based audience of all ages. We encourage diversity in the mural themes/content. The transformer cabinets are functioning units and need to be opened periodically by utility personnel. The use of dark colors in the mural is subject to approval to avoid thermal problems for the transformer cabinet. Final artwork must incorporate the inclusion of the existing required labeling for each electrical/utility unit. Selected teams will receive an honorarium for paint and supplies.

Safety & Durability: The work is intended to be a permanent addition to the City of Fort Collins. Design and installation must consider that the work will be situated in a public location and subject to the elements and potential vandalism. Access to the boxes and to the contents of the boxes must be possible at any time. The contents of the boxes have the potential to generate extreme levels of heat.

Site: The project area is within the city limits of Fort Collins, Colorado. Sites are selected by the Project Team.

Please visit the Image Gallery at www.fcgov.com/artspublic to see previously completed transformer cabinet murals.

ELIGIBILITY

This project is open to all tax-exempt, non-profit organizations located within the City of Fort Collins Growth Management Area. A map of the Growth Management Area can be found at fcgov.com/growth-management-area. Organizations must be a corporation, LLC or other business entity in good standing with and authorized to do business in the State of Colorado. Team members participating in the project on behalf of a non-profit also must reside in or attend schools within the Fort Collins, Colorado, Growth Management Area. The non-profit organization must be willing to work with the design team selected by the City of Fort Collins. All organizations must have a designated leader/mentor that is on site at all times during the execution of the mural.

MEDIA

The team is looking for murals to be painted on working transformer cabinets. The surface treatment should allow the box to be opened and worked on by the utility crews. The City will prepare the surface for painting and add a final protective anti-graffiti coating to the piece. APP staff will be available for consultation on the materials needed for the project.

BUDGET

The City will provide a total honorarium in the amount of \$450 to cover all applicable expenses, including all fees for consulting with the design team, the design, supplies, and execution of all artwork selected.

SELECTION PROCESS

A selection committee may consist of members of the APP Board, representatives from the Transformer Cabinet Mural 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. If your organization's mural concept is selected, the City will assign a cabinet site to you.

Designs will be chosen during an initial review process. If an organization's design is selected, that organization's team will work with the Project Team to develop a detailed final design and timeline. Upon final approval from the APP Board and possibly Fort Collins City Council, the organization will be awarded a contract and honorarium for this project.

SELECTION CRITERIA

1. Quality and suitability of submitted concept image.
2. Qualification of the organization to the project as demonstrated in letter of intent.

CONTRACT

Upon selection and final design approval, the organization must complete a contract with the City of Fort Collins. The organization will be responsible for the appropriate supervision of the persons participating in the project on its behalf. All finished work shall be faithful to the drawings, designs, and concepts as approved by the APP Board and possibly the Fort Collins City Council. Progress reports and honorarium will be made as contracted. All designs submitted become the property of the City of Fort Collins.

APPLICATION MATERIALS TO BE SUBMITTED

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

1. A one-page letter of intent that includes a list of team members.
2. **One full color** concept image drawn or printed on the form on page 4 of this proposal request.
3. Name, phone number, and email of contact/mentor/team leader. Please list the organization's address.

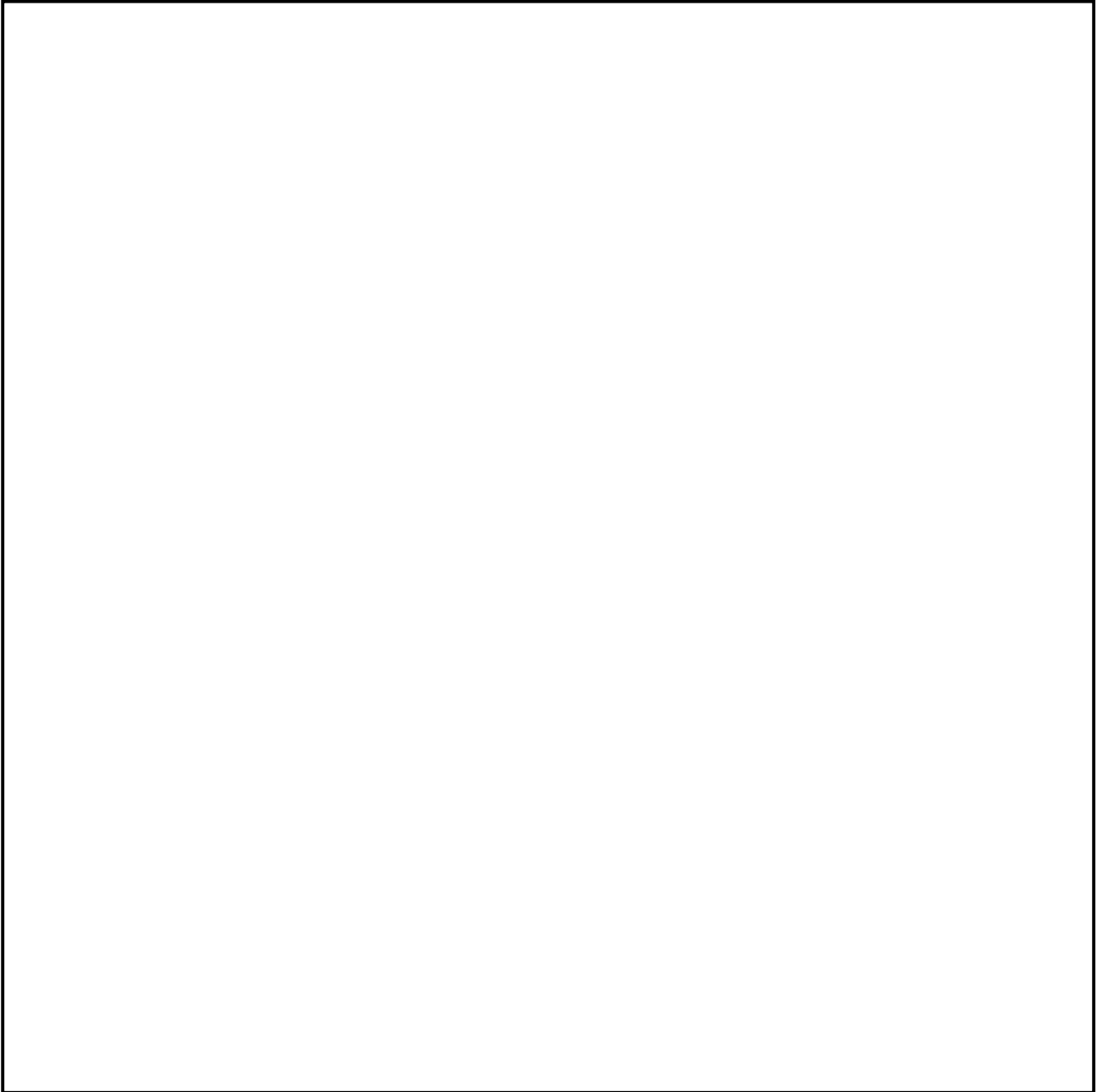
**Submissions must be complete or will not be reviewed.
The Art in Public Places Program is not responsible for lost or damaged artist materials.
Materials will not be returned.**

NOTICE

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. Teams 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

CITY OF FORT COLLINS ART IN PUBLIC PLACES PROGRAM
2017 COMMUNITY TRANSFORMER CABINET MURAL CONCEPT



Mentor/Leader Name: _____

Phone: _____ **Email:** _____

Image Description/Narrative: _____

