

REQUEST FOR QUALIFICATIONS  
*City of Fort Collins, Colorado*  
**Art in Public Places Program (APP) – Celebrating 20 Years**  
**Gardens on Spring Creek Great Lawn Project**  
**Design Fee \$1,950. (Design Phase)**

The Art in Public Places Program (APP) is seeking submissions to select an artist/artist team to design concepts for the Great Lawn Project at the Gardens on Spring Creek, the community botanic garden of Fort Collins, Colorado. The Great Lawn is the completion of the master plan for the Gardens on Spring Creek. The artists/teams will work with the project team to develop concepts for art at the site. Artists/teams will be selected based on their qualifications/application materials. Design of the project is currently funded but the final budget for the art project is to be determined. The art project is estimated at \$11,700 to \$19,500.

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**SUBMISSION INFORMATION**

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Qualifications 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**  
**Gardens on Spring Creek Great Lawn Project**  
**Proposals must be received before 5:00 p.m. (our clock), August 10, 2015**  
Final Selection: August

***Applications may be emailed to:***  
**[purchasing@fcgov.com](mailto:purchasing@fcgov.com)**  
**Type APP Gardens on Spring Creek Great Lawn Project**  
(Request an acknowledgement email)

***Or may be mailed to:***  
***APP Gardens on Spring Creek Great Lawn Project***  
City of Fort Collins Purchasing Division  
P.O. Box 580  
Fort Collins, CO 80522

***Or may be hand-delivered to:***  
***APP Gardens on Spring Creek Great Lawn Project***  
City of Fort Collins Purchasing Division  
215 N. Mason  
Fort Collins, CO 80524

A copy of this RFQ (Request for Qualifications) may be downloaded from the Art in Public Places Website, **[fcgov.com/artspublic](http://fcgov.com/artspublic)**.

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**CONTACT INFORMATION**

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

Questions regarding submittal or process should be directed to Jill Wilson, Buyer (970) 221-6216.

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**PROJECT**

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The City of Fort Collins, Colorado, Art in Public Places Program is seeking an artist/team to collaborate with the Project Team and develop site-specific artworks for the new Great Lawn Project at the Gardens on Spring Creek. The project team would like the art to engage the community and have an educational message. The department, design team, and APP Board will determine the extent of the artists involvement in a project. The artist will be paid a fee of \$50 an hour for the design phase, up to approximately \$1,950. The final art budget is estimated to be \$11,500 to \$19,500. There may also be an opportunity to leverage project funds. The Gardens on

Spring Creek is currently fund-raising for the construction budget. Over half the construction budget is already funded. Construction is estimated to start spring of 2016.

The Gardens on Spring Creek – The community botanical gardens in Fort Collins are situated on an 18- acre site along the Spring Creek corridor. The Garden’s welcome visitors with inspiring displays of plants suited to the Front Range growing conditions. The first garden, The Children's Garden, opened in 2006 and was followed by the Garden of Eatin' and Wetland Demonstration Site in 2009, and the Rock Garden in 2010. Funds are currently being raised for future gardens: The Great Lawn, The Undaunted Garden, and two naturalistic gardens--the Prairie Garden and Foothills Garden.

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#### ELIGIBILITY

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This project is open to artists within a 100 mile radius from the City of Fort Collins, CO. Artist/Teams must be able to work effectively and collaboratively with the project’s design team selected by the City of Fort Collins.

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#### MEDIA

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All media appropriate to the project will be considered.

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#### BUDGET

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The first phase design contract is approximately \$1,950. The fabrication contract amount will include all applicable expenses, which includes all fees for consulting with the design team, travel, execution, transportation, site preparation, and installation of all artwork selected as well as a project plaque and shall be determined by the final budget of the overall project.

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#### SELECTION PROCESS

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A selection committee may consist of members of the APP Board, the 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.

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#### SELECTION CRITERIA

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1. Technical Competence and suitability to the project as demonstrated in resume and letter of intent.
2. Artistic Excellence as demonstrated in digital images and references.

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#### APPLICATION MATERIALS TO BE SUBMITTED

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

1. **Current resume** (max. 2 pages) outlining your professional accomplishments as an artist and experience with design team projects.
2. **A one page letter of intent** describing your approach to working with a design team or on collaborative projects and if you completed an educational themed artwork.
3. **Two (2) References:** Names, professional titles, phone numbers, and email addresses of two references who can speak to your experience as an artist and past public art projects.
4. **Image list** including artist name, title, media, dimensions, location, date, cost, and description of the artwork.

In addition to the above materials please also submit:

1. **Eight (total) digital images** of relevant work completed within the past ten years. Digital images should be submitted in a jpeg format compatible with a PC at 200–300 dpi. When opened, each image file should appear in the proper orientation. Please label each image with artist's last name and image number matching the artist's image list.

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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. The City of Fort Collins can stop a project at any time. 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 Paul  
Purchasing Director