

EQUEST FOR PROPOSALS
City of Fort Collins, Colorado
Art in Public Places Program
Storm Drain Marker Design Project (7603)
Honorarium - \$50

The City of Fort Collins Art in Public Places Program, is seeking designs from residents who live or currently attend school within the Fort Collins city limits to be used as storm drain markers throughout the city. The intent of this project is to educate the public regarding the land/water connection and to help maintain water quality in local streams. The Selection Committee will select multiple designs for this project.

SUBMISSION INFORMATION

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
Storm Drain Marker Design Project (7603)
Proposals must be received before 5:00 p.m. (our clock), April 18, 2014
Final Selection: April 2014

Applications should be mailed to:

Storm Drain Marker Design Project
City of Fort Collins Purchasing Division
P.O. Box 580
Fort Collins, CO 80522

Applications should be hand-delivered to:

Storm Drain Marker Design Project
City of Fort Collins Purchasing Division
215 N. Mason
Fort Collins, CO 80524

A copy of the Proposal may be obtained as follows:

1. Download the RFP from the Art in Public Places Website, www.fcgov.com/artspublic
2. Download the RFP from the City of Fort Collins Purchasing Page, www.fcgov.com/purchasing

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 Gerry Paul at (970) 221-6775.

PROJECT

DESCRIPTION

The Art in Public Places Program of Fort Collins, Colorado is requesting drawings or digital images in an open competition for residents who live or currently attend school within the Fort Collins city limits to create designs for storm drain markers that will be placed throughout Fort Collins. **The required theme of the design is “local animals that drink or swim in our rivers and streams.”** Please visit the Utilities’ website for information on our local watersheds: <http://www.fcgov.com/utilities/community-education>. Storm drain markers are 4 ½” square.

The goal of this project is to educate the public regarding the land/water connection and to help maintain water quality in local streams. Multiple storm drain marker designs will be selected. The selected designs will be used to produce multiple markers.

Please create a full color drawing, or digital image, for the storm drain marker concept using the form at the end of this proposal request. Only one storm drain marker design per person will be accepted. Designs must be image-based, and include the required text. 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 diverse, broad-based audience of all ages. We reserve the right to edit images for clarity and may ask for assistance from the artist.

Site – The storm drain markers will be installed near stormwater drains throughout Fort Collins, Colorado.

ELIGIBILITY

This project is open to anyone who resides or currently attends school within the City of Fort Collins, CO city limits. Each artist may submit only one design.

MEDIA

The team is looking for designs that the city will have fabricated into storm drain markers. The city will install the storm drain markers throughout Fort Collins.

BUDGET

Artists whose designs have been selected by the committee will be awarded \$50. Multiple designs will be selected.

SELECTION PROCESS

A selection committee may consist of members of the APP Board, the *Storm Drain Marker Design Project* team, and a City Purchasing Department representative. The committee will review submissions and either recommend finalists or 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.

SELECTION CRITERIA

1. Quality and suitability of submitted design to the mission of this project, including form, stated theme, scale and clarity.
2. Originality and overall design of the proposed concept.
3. Submitting artist must reside or attend school within Fort Collins, CO city limits.

APPLICATION MATERIALS TO BE SUBMITTED

1. **Form:** Please complete the attached form
2. **Design:** One **full color** concept image featuring a **local animal that drinks or swims in our rivers & streams** along with the required text. Images can be drawn or digitally created and submitted on the form at the end of this proposal request. Artists can use one of our three templates that include the required text. Please find our templates on the APP webpage at www.fcgov.com/artspublic/current-competitions.php
Artists can submit only one concept.
3. **Written explanation:** A description of your design.

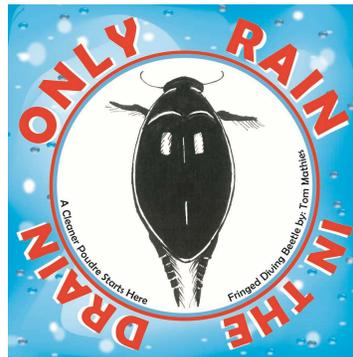
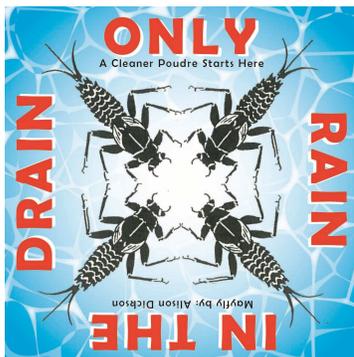
Submissions must be complete or will not be reviewed. The Art in Public Places Program is not responsible for lost or damaged artist materials. Materials will not be returned.

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. Individuals/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 Paul
Director of Purchasing & Risk Management



City of Fort Collins 2013 Storm Drain Markers

STORM DRAIN MARKER DESIGN PROJECT

City of Fort Collins Art in Public Places Program
Request for Proposal (7603)

ARTIST NAME

AGE (if under 18 yrs old):

PARENT / GUARDIAN NAME (if under 18 yrs old): PHONE NUMBER

EMAIL ADDRESS

ADDRESS:

(CITY)

(STATE)

(ZIP)

SCHOOL (IF APPLICABLE)

Please mail this form with **one** drawing to:

APP STORM DRAIN MARKER DESIGN PROJECT
City of Fort Collins Purchasing Division,
P.O. Box 580, Fort Collins, CO 80522

Or, hand-deliver this form with **one** drawing to:

APP STORM DRAIN MARKER DESIGN PROJECT
City of Fort Collins Purchasing Division
215 North Mason, Fort Collins, CO 80524

Submission deadline: April 18, 2014
SUBMISSIONS MUST BE RECEIVED BY THIS DATE

All drawings will become the property of the City of Fort Collins and cannot be returned.

I have read the Storm Drain Marker Project Request for Proposal Form, and I understand that if my design is selected, it will be reproduced by the City of Fort Collins and placed in a public place. I further understand and agree that the City will be the sole owner of any and all rights to the design and to any reproductions of the design.

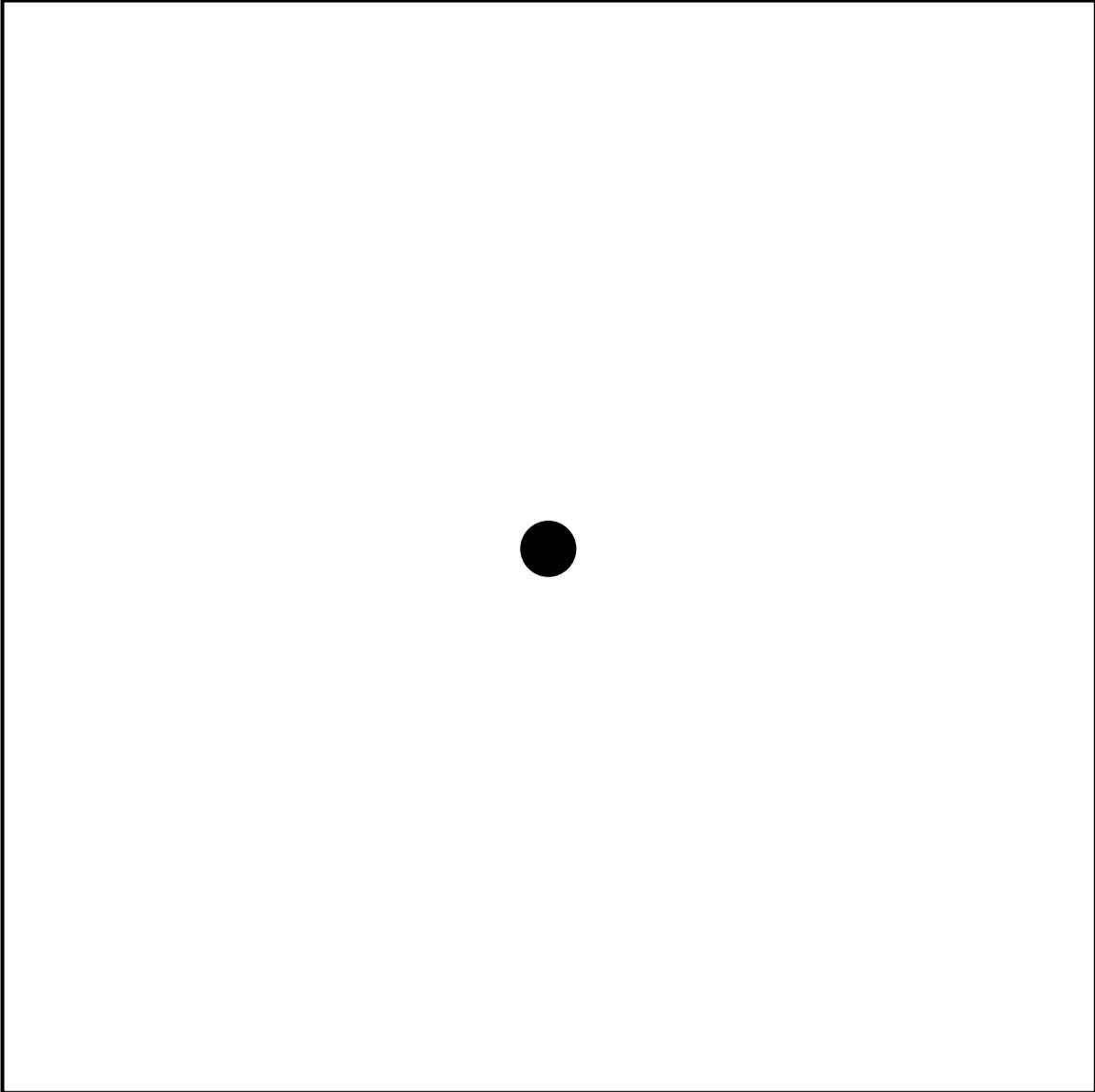
Applicant's Signature:

As parent or guardian of the Applicant, I have read the Storm Drain Marker Project Request for Proposal and application forms. I agree to the terms and conditions described on those forms, and give permission for my child to participate.

Signature of Parent or Guardian:

(If Applicant is under 18 years of age)

CITY OF FORT COLLINS ART IN PUBLIC PLACES PROGRAM
STORM DRAIN MARKER CONCEPT DRAWING



Black circle in center of template represents a screw hole in the marker.

Text Options (Choose one to incorporate into your storm drain marker design)

The text is important to the message; please make the text a minimum of 1/2" in height

- **KEEP IT CLEAN I LIVE DOWNSTREAM**
- **KEEP IT CLEAN – DRAINS TO THE POUDDRE RIVER**
- **CLEAN WATER STARTS WITH YOU**

(Please add your name, in a small font, to the design concept)

ARTIST NAME: _____

ANIMAL DEPICTED: _____

IMAGE DESCRIPTION: _____
