

SAMPLE PUBLIC ART RFP

REQUEST FOR PROPOSALS

Village of Cassopolis seeks artist proposals for downtown installation

Intro

The Village of Cassopolis is seeking proposals for a public art installation as a part of the village's placemaking and beautification efforts.

Deadline

The deadline for proposal submission is DATE, by midnight.

(Be sure to allow time for people to find the RFP, draft a proposal and submit it on time. We recommend 4-6 weeks)

Budget + Timeline

The allocated amount for this project is not to exceed \$X. The proposal should include a comprehensive budget including all materials and estimated timeline for implementation beginning DATE *(If you have an anticipated start date)*.

The budget should be comprehensive of the artists fee, materials, travel expenses, engineering, equipment, fabrication and installation.

Eligibility

Artists from Michigan as well as across the country are encouraged to apply, however, travel expenses will need to come out of the total budget and will not be reimbursed in addition to the proposal budget.

Proposals are welcome from professional, emerging, amateur or student artists, individuals or teams. If a team, please indicate all members' skill sets, responsibilities and roles in the implementation process.

Photos/maps/measurements

The project site is _____, located at _____. It's dimensions are roughly ___' x ___'.

[PHOTOS]

Full project description

The goals of this project are; (ex: to serve as a gateway entrance to the downtown corridor, welcome visitors, celebrate our local history and represent our vision for the future).

The piece can be (describe what is preferred or allowed in terms of style or content. Ex: abstract or realistic but should represent our unique heritage and may not contain text).

We hope this piece will _____.

Proposals should include the following:

- Statement of interest
- Sketches or rough concepts with artist statement
- Examples of past work with location and dates
- Explanation of approach, concept development, community engagement*
- Artist website if available
- Resumes, CVs, and/or bio
- References
- Estimated:
 - Materials list
 - Budget
 - Timeline

*If public involvement will be included in the design or implementation please describe what that community engagement looks like.

Selection process

Proposals will be evaluated by artists' style and fit with the community, unique and interesting design, understanding of the community and vision, quality, budget and timeline.

Timeline

Questions open until DATE

Proposals are due DATE

Panel review through DATE

First round interviews begin DATE

Awardees will be announced DATE

Project start DATE

Project DUE DATE (*If needed prior to a specific date*)

Submission requirements

Proposals should be submitted via email to: (EMAIL ADDRESS). No mailed submissions will be accepted by DATE.

Contact information

For questions please contact NAME at: (EMAIL ADDRESS)