

SAMPLE PUBLIC ART RFP

REQUEST FOR PROPOSALS
TITLE - COMMUNITY ART INSTALLATION

Intro -

The City of _____ is seeking proposals for a public art installation as a part of the city's placemaking and beautification efforts.

(If an organization - add details about your mission and vision to provide further context)

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 is comprehensive of the artists fee, materials, travel expenses, engineering, equipment, fabrication and installation.

Eligibility

Artists from across STATE as well as 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 skillset, responsibilities and roles in the implementation process.

Photos/maps/measurements

The project site is a brick wall on the side of the ____ building located at _____. It's dimensions are roughly __ x __'.

[PHOTOS]

Full project description

The goals of this project are; 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 abstract or _____,

We hope this piece will _____.

Proposals should include the following if available:

- 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
- Resumes or CVs
- 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

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

Contact information

For questions please contact NAME at: EMAIL ADDRESS