

January 09, 2017
RFP 139882

**PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL**

Request for Proposals for the City of Chattanooga, TN

Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m. E.S.T. on March 1, 2017.

**Requisition No.: RFP – 139882
Ordering Dept.: Public Art
Buyer: Deidre Keylon / dmkeylon@chattanooga.gov
Phone No.: 423- 643-7231; Fax No.: 423- 643-7244**

Request for Proposals: Shepherd Bus Shelter Project

****** PROPOSALS MUST BE RECEIVED******

NO LATER THAN

4:00 PM E.S.T. on March 1st, 2017

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on the Website are applicable:
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING

- Company Name:** _____
- Mailing Address:** _____
- City & Zip Code:** _____
- Phone/Toll-Free No.:** _____
- Fax No.:** _____
- E-Mail Address:** _____
- Contact Person:** _____
- Signature:** _____



REQUISITION#
139882
Issued by the
City of Chattanooga

REQUEST FOR PROPOSALS

CALL TO ARTISTS

PUBLIC ART + 2D DESIGN OPPORTUNITY

CHATTANOOGA, TN



Shepherd Bus Shelter Project

OPEN CALL FOR ARTISTS: Request for proposals

Deadline: March 1st, 2017, 4:00 PM EST

Honorarium: \$2,000

Installation Duration: Two Years (minimum)

OVERVIEW:

Public Art Chattanooga (PAC) is seeking proposals for original, two-dimensional designs that will be printed and installed on two bus shelters in the Shepherd neighborhood in Chattanooga, Tennessee. Two designs will be selected for production and installed beginning in spring 2017. The selected artists/designers will receive a \$2,000 honorarium for their design.

PROJECT DETAILS:

Artists/designers are invited to submit original 2-D images for the back panels of the bus shelters. While theme, colors and forms are at the discretion of the artists, they should be mindful of the Shepherd Community and the area surrounding specific bus shelter locations.

Bus Shelter Locations:

- Frontage Road & Talladega Avenue, Chattanooga, TN (Map [HERE](#))
- Dixson Street & Talladega Drive, Chattanooga, TN (Map [HERE](#))

Two designs will be selected to be reproduced on wraps that will cover the six back glass panels of the bus shelters. **Artists must submit designs according to the specifications detailed on page 5 of this document and in consideration of the template on page 6.** Selected artists must be available to collaborate with the local company that will be fabricating and installing the wraps, ensuring that designs conform to the specifications of the bus shelter. Images of the bus shelter can be seen on page 6 of this document, and examples of other shelter designs in Chattanooga can be seen on page 7.

Project goals and considerations:

- Serve as a strong visual anchor.
- Speak to rebirth, revitalization, and renewal.
- The Shepherd community has a reputation for being close-knit. Artwork may speak to the importance of family and community.
- Many of the streets in Shepherd are named for historically black college and universities. Artists may want to emphasize the importance of higher education.
- Speak to the district's renewed spirit.
- Add to the diversity of the City of Chattanooga's growing public art collection.

ELIGIBILITY:

This RFP is open to all visual and graphic artists and artist teams over the age of 18, who currently reside in the United States.

APPLICATION DEADLINE:

Applications must be received (electronically, hand delivered, or mailed) **no later than March 1st, 2017, 4:00 pm EST.** No exceptions. Refer to page 5 for application procedures. The application can be found on page 8 of this document or downloaded at: <http://www.chattanooga.gov/public-art/about/calls-to-artists>.

PROJECT BACKGROUND:

Through PAC's Art in the Neighborhoods program, the Shepherd Community Action Council was awarded funding to develop meaningful public art project(s) in their community. PAC has worked actively with the Shepherd Community Action Council, gathering community input and laying the groundwork for public art projects within Shepherd. Bus shelters at targeted locations within Shepherd have been selected to receive vinyl artwork wraps.

Public Art Chattanooga has previously partnered with CARTA and River City Company to wrap CARTA Electric Shuttles with artist designed wraps. Similarly, PAC partnered with Glass House Collective to wrap three CARTA bus shelters with artist designed wraps. These projects have successfully animated the streets of Chattanooga with colorful and creative artwork for several years. Public Art Chattanooga will continue by wrapping two bus shelters to complement revitalization efforts in the community and bring contemporary art into the daily lives of passengers and passers-by.

PROJECT TIMELINE:

January, 2017	Announcement of RFP
March 1 st	Deadline for receipt of application materials (no exceptions)
Week of March 13 th - 17 th	Review proposals and select artists
April 2017	Fabrication and installation

SELECTION PROCESS & CRITERIA:

An ad hoc selection panel including representatives from the Shepherd Community Action Council, the Public Art Committee, and neighborhood residents and business owners will review all proposals for the project and will select the top two proposals to be awarded the honorarium.

Panelists will use the following criteria in the selection process:

- Submittal of all required application materials as outlined in this announcement;
- Artistic merit and graphic strength of the proposed design;
- The ability of the design to be successfully translated into large format;
- Appropriateness for placement in an urban environment.

TERMS:

- The City of Chattanooga and the Public Art Committee accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Committee accept no responsibility for costs incurred by the artist in responding to this Call to Artists.
- Selected artists/teams will be required to meet contract terms and scopes.
- It is further understood that all budgets include travel costs. No additional and/or contingency funds will be available.
- Respondents to this Call to Artists agree to abide by the terms and conditions of this Call.
- Design proposals and their copyright will belong to artists. The City of Chattanooga reserves the right to use images of the designs and information from the written proposals for review and project promotional purposes, and the final bus shelter wraps and exhibition of the designs in the City's permanent art collection.

ABOUT SHEPHERD:

The Shepherd Community is one of the oldest historically black communities in Chattanooga, Tennessee. The Shepherd Community Action Council was initiated in 1967 and continues to the present day. They have sought to develop public programs, including artistic and beautification programs that improve the civic

spirit of the community and express their unique history. These programs are held in public spaces around the neighborhood. As with many Chattanooga neighborhoods, there is a generational divide between those who engage in civic activities and younger generations who are future leaders of the community.

Members of the Shepherd Community Action Council hope that public art projects in the neighborhood will bridge generations and engage the youth of community. In addition to wrapping an existing shelter with artwork, a new multi-use shelter will be installed on the opposite perimeter of the community and will beautify the neighborhood while strengthening students' understanding of Shepherd history. Additionally, the neighborhood hopes that this project will demonstrate how to conceive of, develop and implement a civic project to neighborhood youth. The proposed installation will serve a recently developed Habitat for Humanity community in Shepherd, comprised of about fifty homes. The area has seen a growth in the number of public school students in residence. These students do not currently have shelter while waiting for the school bus near their homes.

To learn more about the Shepherd neighborhood, please visit:
<http://shepherdtn.com/>

ABOUT ART IN THE NEIGHBORHOODS:

Art in the Neighborhoods (AIN) is a pilot program within the City of Chattanooga's department of Economic and Community Development (ECD). Because public art is a proven a tool for positive economic and community impact, the purpose of AIN is to help neighborhoods generate unique public art projects in their community that have the ability to beautify and enliven streets, parks and community centers; enhance and improve public spaces; and create neighborhood identity and community pride. AIN is co-produced by ECD's Neighborhood University and Public Art Chattanooga (PAC), managed by PAC, and funded by the City of Chattanooga, the Benwood Foundation and the Footprint Foundation.

FOR ADDITIONAL INFORMATION, CONTACT:

Deidre Keylon
Buyer | City of Chattanooga
Purchasing Division
101 East 11th Street, Suite G13
Chattanooga, TN 37402
(423) 643-7231 phone
(423) 643-7244 fax
dmkeylon@chattanooga.gov

To learn more about Public Art Chattanooga, please visit:
www.publicartchattanooga.com

To learn more about the City of Chattanooga, please visit: www.chattanooga.gov

Bus Shelter Application Guidelines and Specifications

Please note the following IMPORTANT specifications:

- Artists may submit up to **ten** designs for consideration. **Materials not requested will not be reviewed.**
- In the creation of designs, please consider carefully the template on **page 6** of this document. Designs must conform to the shape of the template. Only areas in gray will contain artwork.
- Designs must incorporate a **seven-inch bleed.**
- Artists must submit designs in both formats detailed below. One format will be used for review by the selection panel and the other will be used for the actual bus shelter wrap.
- **Designs that incorporate commercial advertisement for a company, entity or individual will not be considered.**

Submission Requirements:

Proposals may be submitted electronically, by mail, or by hand delivery and must include **two copies** of all printed materials. Materials should be single-sided and must include the following:

1. Completed application form (included at the end of this RFP on page 8).
 2. Current Résumé (two-page limit).
 3. Letter of Interest briefly addressing how you addressed this project. This document should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font).
 4. List of professional references (at least three): Please include name, address, phone number, and email address for each individual.
 5. Design proposals: Artists may submit **a maximum of ten** proposals. Original artwork can be created in any medium including photography and digital processes but designs must be submitted on a PC Compatible CD Rom in **BOTH** of the following formats:
 - a. JPG file at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) for review by the selection panel.
 - b. File for the actual shelter wrap at 400 DPI in one of the following formats: Illustrator, Photoshop, InDesign, or a High Res PDF. Artists needing assistance with creating these files may want to seek assistance from a tech savvy friend.
- All CDs must be labeled with the applicant's name, contact information (telephone number and e-mail address), and number of images. Every image file must be titled first with the number of the image in the order to be viewed (use "0" in front of single-digit numbers), followed by the artist's last name [for example: 01_Smith; 02_Smith]. The numbers must correspond to the annotated image list.
6. Annotated Image List: Please include the artist's name as a heading, and a brief description of each image, including title and original medium.
 7. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
 8. Please write "**REQUISITION# 139882**" on the outside lower left-hand corner of the envelope before mailing application materials.

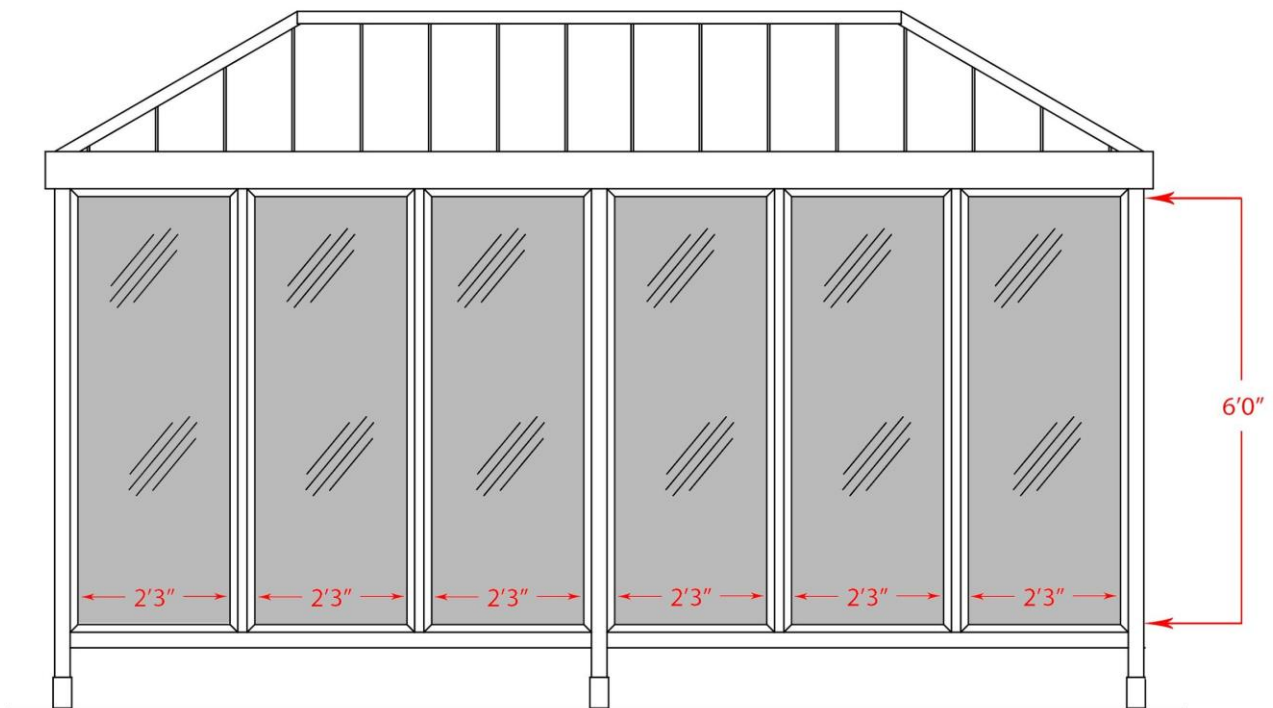
Applications must be received electronically, by mail or hand-delivered by March 1st, 2017, 4:00 pm EST. No exceptions.

SEND APPLICATION MATERIALS & INQUIRIES TO:

Purchasing Department
City of Chattanooga
ATTN: Deidre Keylon
101 East 11th Street
Suite G13
Chattanooga, TN 37402

Deidre Keylon
Buyer | City of Chattanooga
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(423) 643-7244 fax
dmkeylon@chattanooga.gov

Bus Shelter & Template





Other PAC Shelters in Chattanooga





Application Form: Shepherd Bus Shelter Project

Please complete this form and include it with all of the required application materials.

Applicant's Name: _____

Mailing Address: _____

City: _____ State/Country: _____

Zip/Postal Code: _____

Phone: _____ Cell/Mobile (optional): _____

E-mail address: _____

Website (optional): _____

Submitted Materials Status (if applicable):

_____ I would like for my submission to be retained for future commission opportunities.

_____ I would like for my CD to be returned to me, and I have enclosed a self-addressed envelope with sufficient postage for this purpose.

I understand and agree to all of the terms of this RFQ / Call to Artists.

Signature and Date: _____

Applications must be received electronically, by mail or hand-delivered by March 1st, 2017, 4:00 pm EST. No exceptions.

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