

**PURCHASING DEPARTMENT**  
**101 EAST 11<sup>th</sup> 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 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m. E.S.T. on February 10, 2017.*

**Requisition No.: RFP – 139810**  
**Ordering Dept.: Public Art**  
**Buyer: Deidre Keylon / dmkeylon@chattanooga.gov**  
**Phone No.: 423- 643-7231; Fax No.: 423- 643-7244**  
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**Request for Proposals: Oak Hills Bus Shelter Project**  
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**\*\*\*REQUEST FOR PROPOSALS MUST BE RECEIVED\*\*\***  
**NO LATER THAN**  
**4:00 PM E.S.T. on February 10<sup>th</sup>, 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# 139810**  
Issued by the City of Chattanooga

REQUEST FOR PROPOSALS

## CALL TO ARTISTS

**PUBLIC ART + 2D DESIGN OPPORTUNITY**  
CHATTANOOGA, TN



## Oak Hills Bus Shelter Project

**OPEN CALL FOR ARTISTS:** Request for proposals

**Deadline:** February 10<sup>th</sup>, 2017, 4:00 PM EST

**Honorarium:** \$2,000

**Installation Duration:** Two Years

### OVERVIEW:

Public Art Chattanooga (PAC), in collaboration with CARTA, is seeking proposals for original, two-dimensional designs that will be printed and installed on two bus shelters in the Oak Hills 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 Oak Hills Community and the area surrounding specific bus shelter locations.

Bus Shelter Locations:

- Calvin Donaldson Environmental Science Academy | 927 West 37th Street, Chattanooga, TN
- Milliken Park | 100 West 45th Street, Chattanooga, TN

Two designs will be selected to be reproduced on wraps that will cover the four 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 7 of this document, and examples of other shelter designs in Chattanooga can be seen on page 8.

Project goals and considerations:

- Serve as a strong visual anchor.
- Speak to rebirth, revitalization, and renewal.
- Speak to the importance of family and community.
- 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 February 10<sup>th</sup>, 2017, 4:00 pm EST.** No exceptions. Refer to page 5 for application procedures. The application can be found on page 9 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 Oak Hills neighborhood association was awarded funding to develop meaningful public art project(s) in their community. PAC has worked actively with the Oak Hills neighborhood association, gathering community input and laying the groundwork for public art projects within Oak Hills. As the first of two projects, bus shelters at targeted locations within Oak Hills 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, in partnership with CARTA, will continue by wrapping two new 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 4, 2017	Announcement of RFP
February 10	Deadline for receipt of application materials (no exceptions)
Week of February 13 - 17	Review proposals and select artists
March 2017	Fabrication and installation

## **SELECTION PROCESS & CRITERIA:**

An ad hoc selection panel including representatives from Oak Hills Neighborhood Association, the Public Art Committee, CARTA, 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 OAK HILLS:**

Oak Hills is a small neighborhood located within Alton Park, South Chattanooga and nestled between St. Elmo, Downtown Chattanooga, and Rossville, GA. Its story echoes that of many formerly industrial areas. At the end of the nineteenth century, two large farms occupied the broad valley south of the Chattanooga city limits between Chattanooga Creek and Hawkins Ridge. Due to the level land and the proximity to Chattanooga Creek, the area attracted the attention of manufacturing as Chattanooga's industrial output surged at the turn of the 20th Century. Its access to rail and road transportation, utilities and a large workforce in the surrounding community made Oak Hills & Alton Park uniquely positioned to sustain industrial development. At one time, Alton Park was served with three railroads, including an extension from the Central of Georgia and the TAG Railroad that went down through Chattanooga Valley to Gadsden, Ala.

Since Chattanooga's manufacturing sector began to decline in the 1970s, the area has continued to see economic decline and faced the challenges that come along with it. Today, the neighborhood's demographics are 95% African-American, 67% are family households, and 43% of those families have children under 18. The

neighborhood has taken initiative to enliven their own community by participating in the City's Neighborhood University program. The City of Chattanooga has recently invested in the area through the redevelopment of Bell Park and a \$2.2 million greenway along an old rail line which will connect Alton Park & Oak Hills with the Tennessee Riverwalk.

## **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](http://www.publicartchattanooga.com)

To learn more about the City of Chattanooga, please visit: [www.chattanooga.gov](http://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.

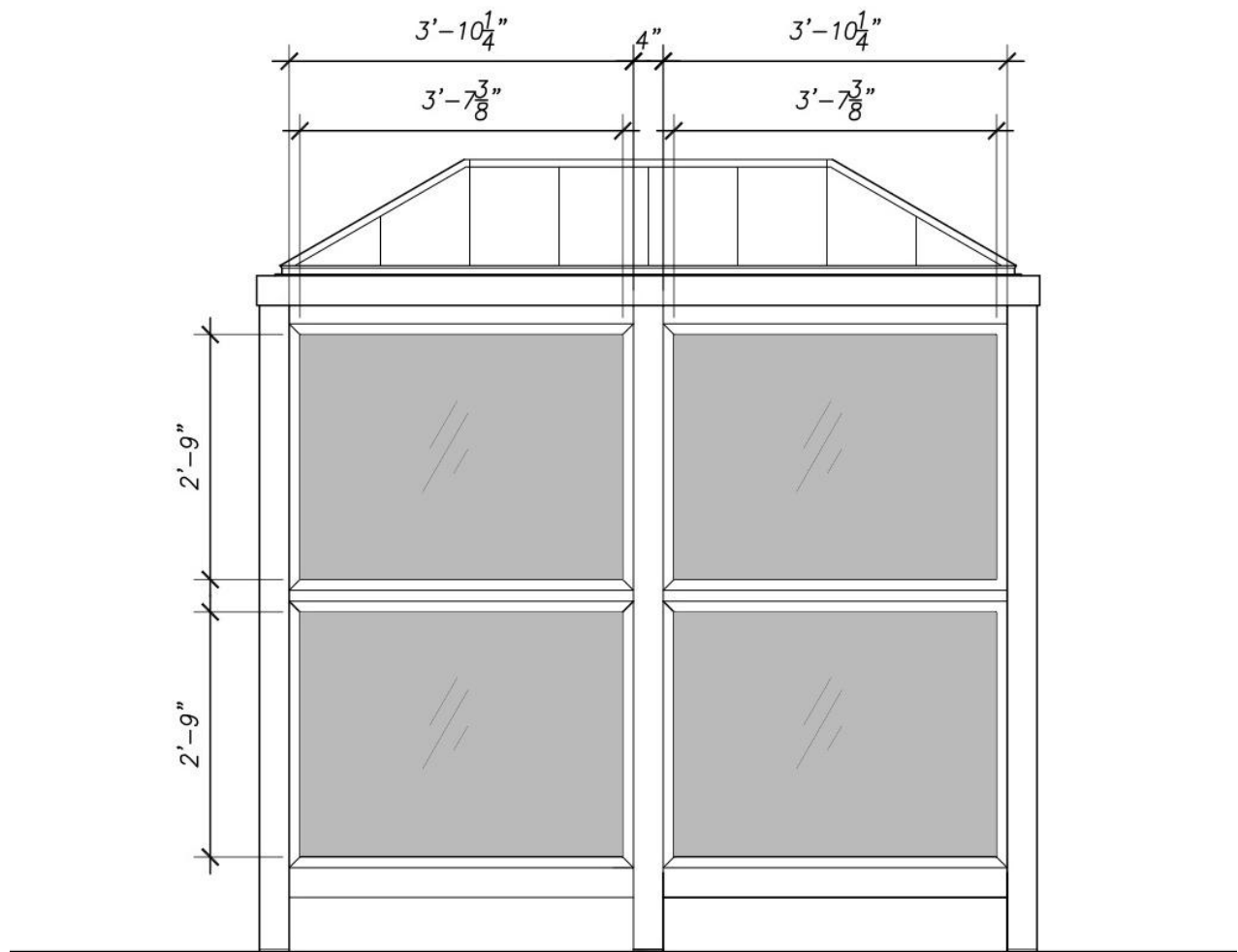
6. Annotated Image List: Please include the artist's name as a heading, and a brief description of each image, including title and original medium.
7. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
8. Please write "**REQUISITION# 139810**" 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 February 10th, 2017, 4:00 pm EST. No exceptions.**

## **Send application materials to:**

Purchasing Department  
City of Chattanooga  
ATTN: Deidre Keylon  
101 East 11th Street  
Suite G13  
Chattanooga, TN 37402  
dmkeylon@chattanooga.gov

## CARTA Bus Shelter Template



BACK OF SHELTER



## CARTA Bus Shelters





## Other PAC Shelters in Chattanooga



## **Application Form: Oak Hills 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:

Submittal Instructions and Requirements:

Deadline: Application materials may be submitted electronically, by mail, or hand delivered by February 10th, 2017, 4:00 p.m. EST. Send materials and direct all questions to:

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City of Chattanooga  
ATTN: Deidre Keylon  
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