

REQUEST FOR QUALIFICATIONS
DOWNTOWN ELIZABETHTON MURAL PROJECT
JULY 18, 2023

SUBMISSIONS DUE:
FRIDAY AUGUST 4, 2023, AT 2:00 PM (EASTERN TIME)

City of Elizabethton
Purchasing Department
136 South Sycamore Street
Suite 203
Elizabethton, Tennessee 37643

GENERAL:

The City of Elizabethton, Tennessee is seeking a qualified artist(s) or art team to create a mural to be located at 109 N. Sycamore Street B in accordance with the attached scope of work.

SUBMITTAL PROCEDURE:

To be considered, respondents shall submit on or before Friday August 4, 2023, at 2:00 pm eastern standard time. Each item listed below must be submitted as a separate document.

Submissions shall include:

- **Submission form** (Must be Signed by Artist)
- **Cover Letter**
- **Resume**
- **Contact Information from Three (3) Professional References**
- **Five (5) Images of Previous Artwork**
- **Signed Insurance Form**
- **Completed W9 Form**

Please Note: Art Teams shall submit qualifications under the name of one (1) lead artist. In the cover letter, the lead artist must indicate that he/she plans to work as part of a team and must list the name(s) of the artist(s) within his/her team. Art teams shall submit at least five (5) images of previous artwork, but they may submit up to five (5) images for each team member if desired.

STATEMENT OF QUALIFICATION SHALL BE MAILED/HAND DELIVERED TO:

Attention: Greg Workman (Purchasing Director)

136 South Sycamore Street, Suite 203

Elizabethton, Tennessee 37643

Statement of Qualification shall be received by Friday August 4, 2023, at 2:00 pm eastern standard time. Statement of Qualification received after this deadline will not be considered.

Questions regarding this request should be directed to Greg Workman and will be accepted until Tuesday July 25, 2023, at 4:00 pm Eastern Standard Time.

Questions must be submitted in writing and delivered via email (gworkman@cityofelizabethton.org). All responses to questions will be posted by 5:00 pm on Friday July 28, 2023, on the City's website (City of Elizabethton Tennessee) as an addendum to the Request for Qualification.

The City reserves the right to call for interviews with submitting firms following an initial review of the Statement of Qualification submitted. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of the City.

Maintaining the integrity of the Request for Qualification is of paramount importance to the City. Please do not contact members of the City or their staff regarding this contract until the award is presented for approval, other than the City's designated contact person.

The City accepts no responsibility for expenses incurred during the preparation or delivery of Request for Qualification. The City reserves the right to reject any and all Statements of Qualifications, select the most qualified artist or firm for the referenced work, waive technical errors and informalities, and accept the statement of qualifications, which, in its sole judgement, best serves the public interest. In the event of limited response, the City also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement process. It is the practice of the City to provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Elizabethton is an Equal Employment Opportunity Employer.

SUBMISSION FORM

The undersigned proposes and agrees, if their proposal is accepted, to contract with the City of Elizabethton to provide services as described herein that meets the requirements of the solicitation.

Name of Artist_____

Artist's EIN or Social Security Number_____

Address_____

Telephone_____Fax_____

Email Address_____

Printed Name and Title_____

Signature_____

Date_____

THIS FORM MUST BE SIGNED AND RETURNED WITH RFQ TO BE CONSIDERED

SCOPE OF WORK:

The City of Elizabethton in partnership with Main Street Elizabethton is seeking qualifications from artist(s) or art teams of a mural to be located at 109 South Sycamore Street B in Elizabethton, Tennessee.

Eligibility: This opportunity is open to all professional artist(s) over the age of eighteen (18). Applicants must reside within the United States.

Project Goal: The goal of this project is to provide visually inviting artwork for both vehicular traffic as well as pedestrians. Artwork does not need to be of a specific genre, but should take into account the natural setting, and certain requirements not to distract drivers. This artwork will be visible to vehicles and pedestrians as they travel South Sycamore Street and East E Street. The artwork is also meant to deter tagging.

Artwork Requirements:

- No logos, text or advertising is permitted.
- Selected Artist(s) or Art Team needs to be aware final artwork and materials must be approved by the City of Elizabethton.

Surrounding Area:

The City of Elizabethton, Tennessee is the largest city in Carter County, where over forty (40) percent is considered rural or isolated. The downtown district draws thousands from surrounding rural communities to engage with businesses and attend free community events. The City strives to provide a welcoming space for all, through inclusive programming, ADA accessibility, and appropriate venues for all ages. The selected project location is adjacent to the Public Library, which provides a variety of services and programs for all members of the community. These programs are all free to the public and showcase the arts, literacy, and community building.

About the Project:

The artwork budget (including design, installation, and all other costs associated) is \$12,000.00. The mural will be located at 109 South Sycamore Street B and will face East E Street. The sizing of the mural space is eight hundred (800) square feet (16' x 50').

The Downtown Elizabethton Nature Mural Project will take place in downtown Elizabethton Tennessee. The artist(s) or art team will create a detailed native nature-themed mural on the wall of a large downtown building. The building houses four (4) businesses, including a new outdoor store. The combination of the building and the location provides a perfect backdrop to support the Appalachian Mountain ecosystem. The mural theme was identified by property owners and supported by Main Street's transformational strategies to connect the downtown district with Appalachian nature and culture.

Required Qualifications:

To be considered for this Request of Qualification, the artist(s) or art team must meet the following criteria:

- Experience in design and installation of artwork in the public realm, preferably working on capital projects for government agency(s).
- The ability to furnish all supplies, materials and equipment necessary for the design and installation of artwork.
- The willingness to provide high-quality documentation photos at the conclusion of the project.
- The ability to provide the necessary proof of required insurance and naming the City as additional insured during the duration of the project. Coverage shall include but is not limited to:

Statutory Limits	
Workers Compensation	\$100,000 Accident
Commercial General Liability	\$1,000,000 each occurrence
Automotive Liability Insurance	\$500,000 each Accident

Request for Qualification Selection Process:

- A selection committee comprised of the property owner, Main Street Elizabethton Design Committee Representation, Main Street Director, and City Staff will review all Request for Qualification submittals and rank based upon the selection criteria outlined below.
- The committee will select no more than three (3) finalists from Request for Qualification submittals.

Request for Qualification Selection Criteria and Ranking:

The Request for Qualification materials will be ranked on the following (50) points maximum.

- Experience in large scale mural installations (Maximum of thirty (20) points
- Quality of work based upon portfolio submissions (Maximum of ten (20) points.
- Ability to complete the project on time and within budget (Maximum of ten (10) points.

Request for Proposal Process (for the selected finalists)

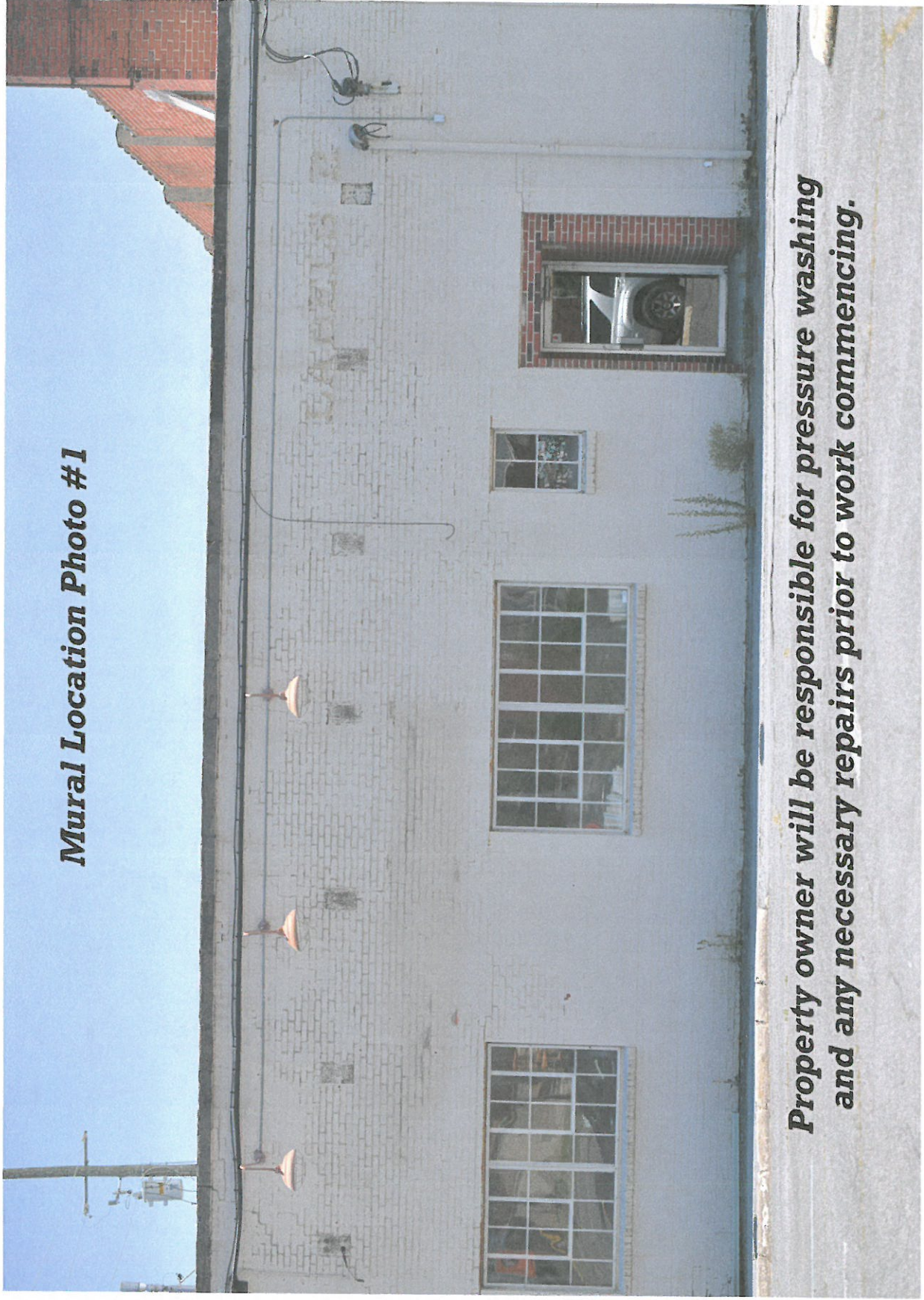
- The selected finalists will receive a Request for Proposal by the City of Elizabethton.
- The finalists will receive a packet for detailed specifications regarding the site location, design criteria and any design limitations or requirements.
- In person or remote presentations may be required.
- The selection committee will select the final proposal and enter into a contract with the selected artist(s) or art team.

Anticipated Timeline:

- **Deadline for Submissions:** August 4, 2023, 4:00 pm Eastern Time
- **Review of Request for Qualification:** August 7th, 8th 2023
- **Finalists Proposal Notification:** Wednesday August 9, 2023
- **Request for Proposal issued:** Friday August 11, 2023
- **Request for Proposal Bid Opening:** Wednesday August 30, 2023, 2:00 pm Eastern Time
- **City Council Bid Award and Contract approval:** Thursday September 14, 2023, at 8:00 pm Eastern Time.

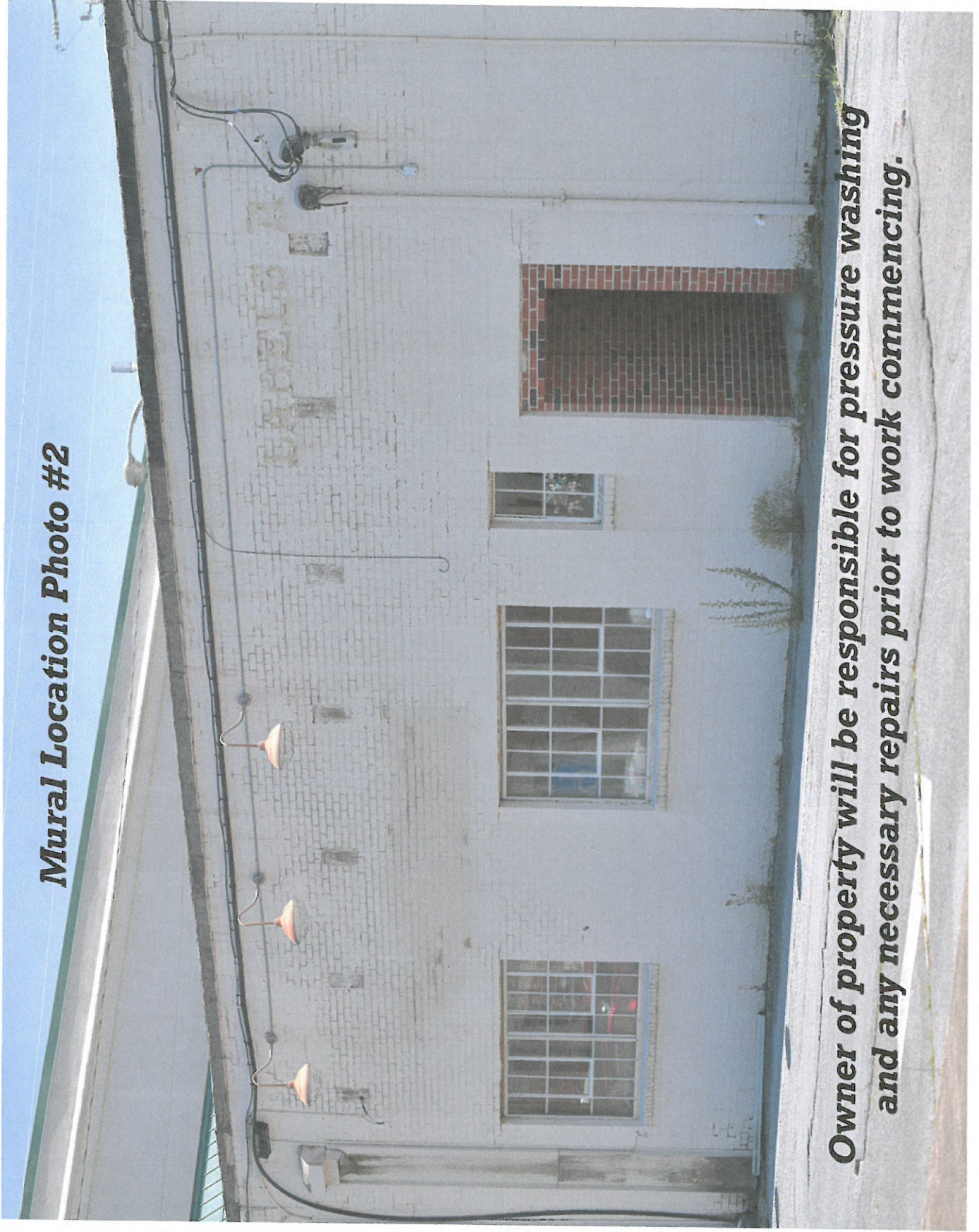
Please Note: Once artist(s) or art team is notified of the award and given notification to commence work, the Mural needs to be completed by May 15, 2024, to meet the Grant Requirements.

Mural Location Photo #1



***Property owner will be responsible for pressure washing
and any necessary repairs prior to work commencing.***

Mural Location Photo #2



***Owner of property will be responsible for pressure washing
and any necessary repairs prior to work commencing.***

